

**TOWN OF CONCORD
SELECT BOARD
AGENDA**

July 29, 2019 – 6:30 p.m. – Select Board Room – Town House

1.	Call to Order
2.	Consent Agenda: <ul style="list-style-type: none">• Town Accountant Warrants• Minutes• Gift Acceptance<ul style="list-style-type: none">Concord – Carlisle Community Chest Gift \$11,107.00 Community Services Coordinator Gift AccountConcord – Carlisle Community Chest Gift \$5,750.00 School Resource Officer Gift Account• Resolution – FUTURE Act - "An Act for Utility Transition to Using Renewable Energy" H.2849 / S.1940• One Day Special Licenses<ul style="list-style-type: none">· Saltbox Farm 8/20 6pm-10pm 40 Westford Road Wine & Malt· Saltbox Farm 8/23 6pm-8:30pm 40 Westford Road Wine & Malt· True West Brewing 8/13, 8/16-17 5pm-9pm 275 Forest Ridge Road Wine & Malt· Verrill Farm 8/20 12pm-3pm 11 Wheeler Road Wine & Malt· Verrill Farm 8/22 6pm-8pm 11 Wheeler Road Wine & Malt· Verrill Farm 9/22 4pm-7pm 11 Wheeler Road Wine & Malt• Sunday Entertainment Licenses<ul style="list-style-type: none">· Concord Players 11/10, 11/17, 2/16/20, 5/3/20, 6/7/20 51 Walden Street Theater
3.	Town Manager's Report
4.	Chair's Remarks
5.	7:05 p.m. Public Hearing: Petition for Installation of Coaxial Cable from Utility Pole #142 Main Street to Utility Pole #4 Church Street – Comcast of Massachusetts III, Inc.
6.	7:10 p.m. Public Hearing: Change of Officers associated with Section 12 Club All Alcohol License – Musketaquid Sportsmen Club, 250 Old Mill Road
7.	Library Partnership Process
8.	Conflict of Interest Disclosure by Special Municipal Employee
9.	Concord Housing Authority update on Gerow land
10.	Update on Long Range Plan initiatives
11.	Long Range Town-wide housing discussion – Planning Board
12.	Review & Approve Economic Vitality Committee charge
13.	Review & Approve Capital Planning Committee charge
14.	Public Comments
15.	Committee Liaison Reports
16.	Miscellaneous/Correspondence
17.	Committee Nominations:
18.	Committee Appointments: Diana Clymer of 13 River Street and Robert Munro of 1400 Lowell Road to the Concord Center Cultural District Committee; Jon Harris, Budget & Purchasing Administrator, to the Concord Middle School Building Committee; Eve Isenberg of 833 Old Road to Nine Acre Corner to the Zoning Board of Appeals as associate member; Todd Benjamin of 333 Sudbury Road to the Affordable Housing Trust Study Committee
19.	Appoint Election Officers
20.	Adjourn

PENDING

Monday	August 12	7 pm	Select Board Meeting <i>CANCELLED</i>	Town House
Monday	August 26	7 pm	Select Board Meeting	Town House
Monday	September 2	All Day	Labor Day	Town Offices Closed
Monday	September 9	7 pm	Select Board Meeting	Town House
Monday	September 23	7 pm	Select Board Meeting	Town House

Supporting materials for agenda items are available online at www.concordma.gov/sbmtgdocs. Materials are uploaded on the Friday before a Select Board meeting.



Town of Concord
Finance Department
22 Monument Square
P.O. Box 535
Concord, Massachusetts 01742
Tel: (978) 318-3090
Fax: (978) 318-3093

July 17, 2019

Concord – Carlisle Community Chest
Attn: Jennifer Ubaldino, Executive Director
19 Main Street, Suite 2
Concord, MA 01742

Re: Community Services Coordinator Gift

This will acknowledge your gift in the amount of \$11,107.00 made to the Community Services Coordinator Gift Account as the first of two scheduled FY20 allocations. Thank you for your generous contribution.

Sincerely,

Jon Harris
Acting Town Treasurer

cc: Town Manager

This gift is deductible for federal income tax purposes to the extent allowed by law. No goods or services were provided in return for this gift. The Town's Tax Exempt ID number is 04-6001121. Gifts made to the Town are deductible in accordance with IRC section 170(c)(1).

Town of Concord Finance Department *memorandum*

DATE: July 17, 2019

Date: _____



City of Cambridge

O-3
IN CITY COUNCIL
May 20, 2019

COUNCILLOR ZONDERVAN
VICE MAYOR DEVEREUX
MAYOR MCGOVERN
COUNCILLOR KELLEY

- WHEREAS: Recent events have demonstrated the safety and health risks inherent in aging fracked gas infrastructure; and
- WHEREAS: Gas leaks deprive tree roots of oxygen and can kill shade trees, which are irreplaceable protectors against extreme heat and flooding projected in the city's [Climate Change Vulnerability Assessment](#); and
- WHEREAS: 95% of natural gas is methane, which is a greenhouse gas that causes 84 times more climate change (heating) than carbon dioxide over a 20-year period; and
- WHEREAS: Gas leaks in the state have not been significantly reduced since passage of [Ch. 149, Acts of 2014, An Act Relative To Natural Gas Leaks](#), and ratepayers still pay for the lost gas; and
- WHEREAS: [House H.2849](#) / [Senate S.1940](#): “An Act for Utility Transition to Using Renewable Energy (FUTURE)” will incentivize transitioning our utilities away from using explosive fossil fuel as an energy source towards renewable thermal energy sources including solar and geothermal; and
- WHEREAS: The FUTURE bill will empower municipalities to have a stronger, safer, more transparent working relationship with public utilities by improving coordination for gas leak repair, mandating that utilities notify the local fire chief and police department within an hour of finding a dangerous leak, requiring that utilities share maps, costs, and plans with the public, and requiring that gas utilities be audited annually for safety, performance, and leak reports; and
- WHEREAS: The FUTURE bill will allow individuals and municipalities to claim property damage from gas leaks, including trees, and also mandates that gas leaks within a certain distance of a tree, building, or school be fixed within 6 months; and
- WHEREAS: The FUTURE Act's promotion of renewable thermal energy is aligned with the City's Net Zero Action Plan goals as well as its' goal of achieving 100% renewable energy by 2035; now therefore be it
- RESOLVED: That the City Council go on record in strong support of the FUTURE Act (H.2849/S.1940) and urge the legislature to pass the bill this session; and be it further

RESOLVED: That the City Clerk be and hereby is requested to forward suitably engrossed copies of this resolution to members of Cambridge's Legislative Delegation, as well as House Speaker Robert DeLeo, Senate President Karen Spilka, and Governor Charlie Baker on behalf of the entire City Council.

In City Council May 20, 2019.

Adopted by the affirmative vote of nine members.

Attest:- Donna P. Lopez, City Clerk

A true copy;

ATTEST:-

A handwritten signature in cursive script that reads "Donna P. Lopez".

Donna P. Lopez, City Clerk

ACT FOR UTILITY TRANSITION TO USING RENEWABLE ENERGY (FUTURE)
H.2849/S.1940

Road Map to the FUTURE Act for Empowering Municipalities

The FUTURE Act focuses on the problems with the distribution of natural gas in the Commonwealth. It addresses the crumbling infrastructure and immediate safety concerns in the wake of the September 2018 disaster in the Merrimack Valley. At the same time, it creates a path to the future by permitting gas companies to distribute renewable thermal energy to heat and cool our homes and provide hot water. Together, these measures will reduce greenhouse gas emissions and our Commonwealth's dependence on fossil fuels as well as allow us to achieve our goal of a safer, healthier, livable climate for all.

The FUTURE Act includes:

- Stronger oversight of gas companies by the Department of Public Utilities (DPU) to expedite fixing gas leaks;
- Clear rules to strengthen gas safety standards for workers and the public;
- Increased coordination and transparency among the DPU, gas companies, and municipalities in the repair and replacement of leak-prone pipes;
- Funding, financial incentives, and renewable energy credits to encourage gas companies to distribute thermal renewable energy instead of gas, avoiding future stranded assets;
- Flexibility for municipalities to choose alternatives, such as district energy;
- Requiring the DPU to accommodate the mandates of the Global Warming Solutions Act;
- Requiring the DPU to consider equitable access to energy efficiency and renewable energy as well as the public's health and safety in its decisions as it regulates gas and electric utilities; and
- Establishing a Governor's Commission to make legislative and policy recommendations to ensure a safe, just, and expeditious transition to renewable energy by the year 2050.

Provisions in the FUTURE Act for Empowering Municipalities

A vast network of gas pipes runs under the streets and neighborhoods of cities and towns throughout the Commonwealth – consisting 21,663 miles of gas mains and 1,336,690 service lines to ratepayers, as reported by gas companies in 2017. With some 17,000 leaks, these pipes are leaking methane, polluting the air, killing street trees, endangering our neighborhoods, and costing us money – as ratepayers pay for the leaked gas. To repair or replace these pipes, gas companies have to dig up those streets, disrupting traffic, inconveniencing residents, and costing municipalities for road repair and lost street trees.

The FUTURE Act improves coordination between the gas companies and the municipalities and gives more authority and flexibility to municipalities in their choice of energy sources. It also gives municipalities an effective voice in DPU proceedings and permits them to pursue remedies with the DPU instead of the courts for damages incurred during gas company roadwork.

The FUTURE Act requires:

- Street repair requirements. When opening up a street to repair or replace gas infrastructure, gas companies required to: (1) survey the project area for the presence of leaks, (2) set a leak repair and replacement schedule, and (3) provide the municipality with the location, history, and grade of the leak, as well as the age, pressure, size and material of the pipe and the schedule for the replacement of any leak-prone infrastructure.
- Reports to municipalities. Gas companies required to provide the municipality when the work is completed with a report from a certified gas inspector: (1) that the new infrastructure is free from defects, (2) that the shutoff valves and gate boxes are accessible and working, and (3) that the work was completed according to state and federal regulations.
- Plans to municipalities. DPU required to send infrastructure plans submitted by a gas company to each municipality affected by the plans.
- Municipal aggregation. DPU required to issue regulations authorizing expansion of municipal aggregation for district energy where it will reduce greenhouse gases and consumer cost.

The FUTURE Act permits:

- Participation in DPU hearings. Municipalities permitted to participate fully in DPU adjudicatory proceedings related to its service territory, as may a member of the legislature whose district is in that service area or 10 or more ratepayers from that service area.
- Claims for property damage. Municipalities permitted to submit to the DPU a claim for property damage, including trees killed by gas leaks or by gas pipe repair or replacement, as verified by a certified arborist.
- Claims for breach of franchise. Municipalities permitted to file a complaint with the DPU against an electric or gas company for breach of franchise or of DPU regulations, with DPU required to hold a public hearing and to publish its opinion.

The FUTURE Act authorizes:

- Local energy services. Municipalities, state agencies, or gas or electric ratepayers authorized to procure local or district energy services and to establish an energy microgrid, using a public right of way for energy generation or resiliency.
- Utility franchises. Municipalities, every 10 years, authorized to condition the establishment or renewal of an exclusive gas or electric franchise upon compliance with the municipality's regulations, including the underground placement of distribution lines and facilities.
- Fees for utility franchise. Municipalities authorized to include in the franchise agreement a requirement for the electric or gas company to pay fees to raise revenue or to defray any increase in municipal costs resulting from the company's operations, as well as a requirement to provide the municipality with information about the gas or electric infrastructure and operations. Fees may be based upon gross operating revenues or upon gross earnings revenues and may not be recovered in a proceeding under section 94 of chapter 164. (Such franchise agreements are common in Colorado, Minnesota, Washington, Florida, and elsewhere, giving municipalities the ability to negotiate better terms on rates, renewable energy, and other issues.)

TOWN OF CONCORD
APPLICATION FOR ONE DAY SPECIAL LICENSE
FOR THE SALE OF WINES & MALT BEVERAGES/ALL ALCOHOLIC BEVERAGES

Fee: \$75.00/per day - One Day All Alcoholic and/or Wines & Malt Beverages Only **Amount Paid \$** _____

The undersigned hereby applies for a One Day Special License in accordance with the provisions of the Statutes relating hereto:

NAME: (please print) Megan Hawkes
COMPANY or organization: Saltbox Farm
ADDRESS: 40 Westford Road, Concord MA
TELEPHONE: 978.610.6020
DATE(S) APPLIED FOR: Tuesday, August 20th, 2019
EVENT: Event Planner Dinner
HOURS OF OPERATION: 6p-10p
PREMISES TO BE LICENSED: Saltbox Farm
ADDRESS OF PREMISE LICENSED: 40 Westford Road, Concord MA

License is for the Sale of:

All Alcoholic Beverages ☐
Wines & Malt Beverages Only ☒
Wines Only ☐
Malt Beverages Only ☐

The Licensed Activity or Enterprise is:

For Profit ☒
Non-Profit ☐

Are the bartenders TIPS or equivalently trained?

Yes ☒ No ☐

Will there be people in attendance that are under the age of 21?

Yes ☐ No ☒

Is this the first one day special license secured by this organization?

Yes ☒ No ☐

If no, number of consecutive years licensed?

Yes ☐ No ☒

Will there be more than 100 people in attendance?

If yes, the applicant agrees to contact the Police Department to determine whether traffic control coverage is necessary.
The traffic control coverage is provided at the expense of the applicant.

By exercising the privileges of this license in serving persons with alcoholic beverages, the licensee is potentially exposed to significant liability for injuries and damages to the persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this license will be deemed to be acknowledgment that you are aware of this potential liability. You are encouraged to discuss the risks associated with exercising your privileges of the license and the precautions appropriate to avoid injuries, damage and liability to others with your legal advisor. The Town of Concord, and the Board of Selectmen, acting as the Local Licensing Authority, shall not be liable to the licensee or others if injury or damage shall result from the exercise of the license.

Signature of Applicant: Megan Hawkes

Date: 8/17/19

TOWN OF CONCORD
APPLICATION FOR ONE DAY SPECIAL LICENSE
FOR THE SALE OF WINES & MALT BEVERAGES/ALL ALCOHOLIC BEVERAGES

Fee: \$75.00/per day - One Day All Alcoholic and/or Wines & Malt Beverages Only Amount Paid \$

The undersigned hereby applies for a One Day Special License in accordance with the provisions of the Statutes relating hereto:

NAME: (please print) Megan Hawkes
COMPANY or organization: Saltbox Farm
ADDRESS: 40 Westford Road, Concord MA
TELEPHONE: 978.610.6020
DATE(S) APPLIED FOR: Friday, August 23rd, 2019 (rain date 8/24)
EVENT: Farm Dinner
HOURS OF OPERATION: 6p-8.30p
PREMISES TO BE LICENSED: Saltbox Farm
ADDRESS OF PREMISE LICENSED: 40 Westford Road, Concord MA

License is for the Sale of:

All Alcoholic Beverages
Wines & Malt Beverages Only
Wines Only
Malt Beverages Only

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The Licensed Activity or Enterprise is:

For Profit
Non-Profit

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Are the bartenders TIPS or equivalently trained?

Yes ☒

No ☐

Will there be people in attendance that are under the age of 21?

Yes ☐

No ☒

Is this the first one day special license secured by this organization?

Yes ☒

No ☐

If no, number of consecutive years licensed?

Will there be more than 100 people in attendance?

Yes ☐

No ☒

If yes, the applicant agrees to contact the Police Department to determine whether traffic control coverage is necessary.
The traffic control coverage is provided at the expense of the applicant.

By exercising the privileges of this license in serving persons with alcoholic beverages, the licensee is potentially exposed to significant liability for injuries and damages to the persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this license will be deemed to be acknowledgment that you are aware of this potential liability. You are encouraged to discuss the risks associated with exercising your privileges of the license and the precautions appropriate to avoid injuries, damage and liability to others with your legal advisor. The Town of Concord, and the Board of Selectmen, acting as the Local Licensing Authority, shall not be liable to the licensee or others if injury or damage shall result from the exercise of the license.

Signature of Applicant:

Megan Hawkes

Date:

8/17/19

TOWN OF CONCORD
APPLICATION FOR ONE DAY SPECIAL LICENSE
FOR THE SALE OF WINES & MALT BEVERAGES/ALL ALCOHOLIC BEVERAGES

Fee: \$75.00/per day - One Day All Alcoholic and/or Wines & Malt Beverages Only Amount Paid \$

The undersigned hereby applies for a One Day Special License in accordance with the provisions of the Statutes relating hereto: CELL

NAME: (please print)

MICHAEL VAN HORN →

802.324.2333

COMPANY or organization:

TRUE WEST BREWING CO.

ADDRESS:

525 MASS AVE., ACTON, MA 01720

TELEPHONE:

978.206.1600

DATE(S) APPLIED FOR:

8/13, 8/16, 8/17

EVENT:

THOREAU TENNIS TOURNAMENT

HOURS OF OPERATION:

8/13 - 5PM-9PM, 8/16 & 8/17

PREMISES TO BE LICENSED:

THOREAU CLUB

ADDRESS OF PREMISE LICENSED:

275 FOREST RIDGE RD., CONCORD, MA 01742

License is for the Sale of:

All Alcoholic Beverages
Wines & Malt Beverages Only
Wines Only
Malt Beverages Only

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The Licensed Activity or Enterprise is:

For Profit
Non-Profit

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Are the bartenders TIPS or equivalently trained?

Yes ☒ No ☐

Will there be people in attendance that are under the age of 21?

Yes ☒ No ☐

Is this the first one day special license secured by this organization?

Yes ☐ No ☒

If no, number of consecutive years licensed?

4

Will there be more than 100 people in attendance?

Yes ☒ No ☐

If yes, the applicant agrees to contact the Police Department to determine whether traffic control coverage is necessary.
The traffic control coverage is provided at the expense of the applicant.

By exercising the privileges of this license in serving persons with alcoholic beverages, the licensee is potentially exposed to significant liability for injuries and damages to the persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this license will be deemed to be acknowledgment that you are aware of this potential liability. You are encouraged to discuss the risks associated with exercising your privileges of the license and the precautions appropriate to avoid injuries, damage and liability to others with your legal advisor. The Town of Concord, and the Board of Selectmen, acting as the Local Licensing Authority, shall not be liable to the licensee or others if injury or damage shall result from the exercise of the license.

Signature of Applicant:

[Signature]

Date:

7/15/19

TOWN OF CONCORD
APPLICATION FOR ONE DAY SPECIAL LICENSE
FOR THE SALE OF WINES & MALT BEVERAGES/ALL ALCOHOLIC BEVERAGES

Fee: \$75.00/per day - One Day All Alcoholic and/or Wines & Malt Beverages Only Amount Paid \$ _____

The undersigned hereby applies for a One Day Special License in accordance with the provisions of the Statutes relating hereto:

NAME: (please print)

Jen Verrill For Lilian Taylor

COMPANY or organization:

ADDRESS:

TELEPHONE:

Jen 918 368-4494 Lilian - ~~917~~ 917-576-1997

DATE(S) APPLIED FOR:

August 20

EVENT:

Luncheon

HOURS OF OPERATION:

12:00 pm - 3:00 pm.

PREMISES TO BE LICENSED:

Verrill Farm

ADDRESS OF PREMISE LICENSED:

11 Wheeler Rd. Concord, Ma.

License is for the Sale of:

All Alcoholic Beverages
Wines & Malt Beverages Only
Wines Only
Malt Beverages Only

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The Licensed Activity or Enterprise is:

For Profit
Non-Profit

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Are the bartenders TIPS or equivalently trained?

Yes ☒

No ☐

Will there be people in attendance that are under the age of 21?

Yes ☐

No ☒

Is this the first one day special license secured by this organization?

Yes ☒

No ☐

If no, number of consecutive years licensed?

Will there be more than 100 people in attendance?

Yes ☐

No ☒

If yes, the applicant agrees to contact the Police Department to determine whether traffic control coverage is necessary.
The traffic control coverage is provided at the expense of the applicant.

By exercising the privileges of this license in serving persons with alcoholic beverages, the licensee is potentially exposed to significant liability for injuries and damages to the persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this license will be deemed to be acknowledgment that you are aware of this potential liability. You are encouraged to discuss the risks associated with exercising your privileges of the license and the precautions appropriate to avoid injuries, damage and liability to others with your legal advisor. The Town of Concord, and the Board of Selectmen, acting as the Local Licensing Authority, shall not be liable to the licensee or others if injury or damage shall result from the exercise of the license.

Signature of Applicant:

Jen Verrill

Date:

July 25, 2019

TOWN OF CONCORD
APPLICATION FOR ONE DAY SPECIAL LICENSE
FOR THE SALE OF WINES & MALT BEVERAGES/ALL ALCOHOLIC BEVERAGES

Fee: \$75.00/per day - One Day All Alcoholic and/or Wines & Malt Beverages Only Amount Paid \$ 75

The undersigned hereby applies for a One Day Special License in accordance with the provisions of the Statutes relating hereto:

NAME: (please print)

Jennifer Verrill

COMPANY or organization:

Verrill Farm

ADDRESS:

11 Wheeler Rd. Concord

TELEPHONE:

978 369-4494

DATE(S) APPLIED FOR:

August 22, 2019

EVENT:

Cornell Club Annual Dinner

HOURS OF OPERATION:

6-8 pm

PREMISES TO BE LICENSED:

Verrill Farm

ADDRESS OF PREMISE LICENSED:

11 Wheeler Rd Concord

License is for the Sale of:

All Alcoholic Beverages
Wines & Malt Beverages Only
Wines Only
Malt Beverages Only

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The Licensed Activity or Enterprise is:

For Profit
Non-Profit

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Are the bartenders TIPS or equivalently trained?

Yes ☒ No ☐

Will there be people in attendance that are under the age of 21?

Yes ☐ No ☒

Is this the first one day special license secured by this organization?

Yes ☐ No ☒

If no, number of consecutive years licensed?

4 or 5

Will there be more than 100 people in attendance?

Yes ☐ No ☒

If yes, the applicant agrees to contact the Police Department to determine whether traffic control coverage is necessary.
The traffic control coverage is provided at the expense of the applicant.

By exercising the privileges of this license in serving persons with alcoholic beverages, the licensee is potentially exposed to significant liability for injuries and damages to the persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this license will be deemed to be acknowledgment that you are aware of this potential liability. You are encouraged to discuss the risks associated with exercising your privileges of the license and the precautions appropriate to avoid injuries, damage and liability to others with your legal advisor. The Town of Concord, and the Board of Selectmen, acting as the Local Licensing Authority, shall not be liable to the licensee or others if injury or damage shall result from the exercise of the license.

Signature of Applicant:

Jennifer Verrill

Date:

7/11/19

TOWN OF CONCORD
APPLICATION FOR ONE DAY SPECIAL LICENSE
FOR THE SALE OF WINES & MALT BEVERAGES/ALL ALCOHOLIC BEVERAGES

Fee: \$75.00/per day - One Day All Alcoholic and/or Wines & Malt Beverages Only Amount Paid \$ 75

The undersigned hereby applies for a One Day Special License in accordance with the provisions of the Statutes relating hereto:

NAME: (please print) Jennifer Vernill
COMPANY or organization: Vernill Farm
ADDRESS: 11 Wheeler Rd. Concord
TELEPHONE: 978 369-4494
DATE(S) APPLIED FOR: September 22, 2019
EVENT: Stone Soup Dinner
HOURS OF OPERATION: 4-7 pm.
PREMISES TO BE LICENSED: 11 Wheeler Rd. Vernill Farm
ADDRESS OF PREMISE LICENSED: 11 Wheeler Rd.

License is for the Sale of:

All Alcoholic Beverages	<input type="checkbox"/>
Wines & Malt Beverages Only	<input checked="" type="checkbox"/>
Wines Only	<input type="checkbox"/>
Malt Beverages Only	<input type="checkbox"/>

The Licensed Activity or Enterprise is:

For Profit	<input type="checkbox"/>
Non-Profit	<input checked="" type="checkbox"/>

Are the bartenders TIPS or equivalently trained? Yes ☒ No ☐

Will there be people in attendance that are under the age of 21? Yes ☐ No ☒

Is this the first one day special license secured by this organization? Yes ☐ No ☒

If no, number of consecutive years licensed? 12?

Will there be more than 100 people in attendance? Yes ☒ No ☐

If yes, the applicant agrees to contact the Police Department to determine whether traffic control coverage is necessary.
The traffic control coverage is provided at the expense of the applicant.

By exercising the privileges of this license in serving persons with alcoholic beverages, the licensee is potentially exposed to significant liability for injuries and damages to the persons served or to others who are injured or damaged by the persons served. Your acceptance and exercise of this license will be deemed to be acknowledgment that you are aware of this potential liability. You are encouraged to discuss the risks associated with exercising your privileges of the license and the precautions appropriate to avoid injuries, damage and liability to others with your legal advisor. The Town of Concord, and the Board of Selectmen, acting as the Local Licensing Authority, shall not be liable to the licensee or others if injury or damage shall result from the exercise of the license.

Signature of Applicant: Jennifer Vernill

Date: July 12, 2019

TOWN OF CONCORD

SUNDAY ENTERTAINMENT LICENSE APPLICATION

(to be submitted with Form 90)

Fee payable to "Town of Concord": \$50.00
Fee payable to "Commissioner of Public Safety": \$2.00 (1:00 PM - Midnight) or \$5.00 (before 1:00 PM)

Application Date: 7/12/19
Applicant Name(print): The Concord Players
Applicant Address: 51 Walden St / PO BOX 22
Concord, MA 01742
Name of Organization: The Concord Players, Inc.
Telephone #: 978-369-2990

The undersigned hereby applies for a **Sunday Entertainment License** in accordance with the provisions of the State relating thereto:

Sunday Entertainment License for: theater performances

(insert description of Entertainment)

in or on the property at 51 Walden St. Street

Nov 10, 2019 Nov 17, 2019

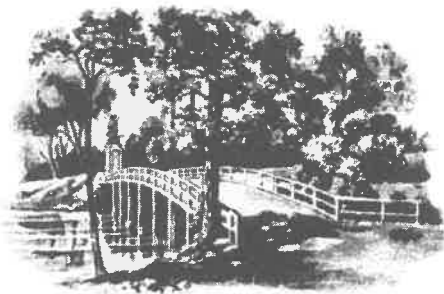
on Feb 16, 2020 May 9, 2020, from 12pm PM to 6pm PM
(date) June 7, 2020

in accordance with the rules and regulations made under authority of said Statutes.

Town Fee Paid \$ 250.00 State Fee Paid \$ 10.00

Please complete and return this form, Form 90, and payments to: Town of Concord

If mailing, mail to: Selectmen's Office, Town House, P.O. Box 535, Concord, MA 01742

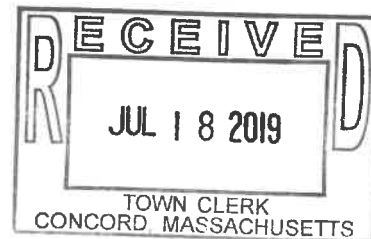


OLD NORTH BRIDGE

TOWN OF CONCORD

SELECT BOARD'S OFFICE
22 MONUMENT SQUARE – P.O. BOX 535
CONCORD, MASSACHUSETTS 01742

TELEPHONE (978) 318-3001
FAX (978) 318-3002



TOWN OF CONCORD SELECT BOARD PUBLIC HEARING NOTICE

Notice is hereby given that a Public Hearing will be held at the Town House in the Select Board's Meeting Room, 22 Monument Square, Concord, MA on July 29, 2019 at 7:05 p.m., upon the petition of Comcast of Massachusetts III, Inc. install overhead coaxial cable from utility pole #142 Main Street to utility pole #4 Church Street, in accordance with the plan Aerial Cable Placement Request received July 1, 2019 filed with the Select Board.

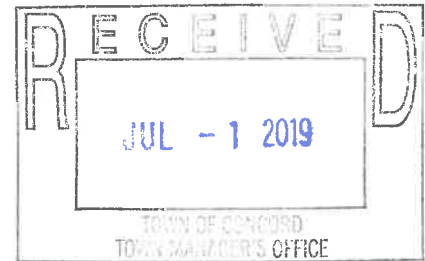
Questions on this matter should be directed to Greg Franks, Senior Manager Government & Regulatory Affairs Comcast Cable, 508-647-1418.

By Order of the Select Board

Linda Escobedo, Clerk



241 West Central Street
Natick, MA 01760
Phone: 508-647-1418



June 24, 2019

Andrew W. Mara
Senior Administrative Assistant
Town Manager's Office
Town of Concord, MA

RE: Petition for Grant of Location, 27 Junction Square Drive

Dear Andrew:

Enclosed please find Comcast's Petition for Installation of Coaxial Cable at 27 Junction Square Drive. I have also enclosed a draft Order. Please advise when you have scheduled this matter for a hearing.

Thank you for your assistance in this matter. Please do not hesitate to contact me should you have any questions, comments or concerns regarding any aspect hereof.

Sincerely,

Greg Franks, Senior Manager of Government & Regulatory Affairs
Comcast

PETITION FOR INSTALLATION OF COAXIAL CABLE

Concord, Massachusetts

06/24/2019

To the Board of Selectmen of Concord, Massachusetts:

Comcast of Massachusetts III, Inc. requests permission to install coaxial cable to be owned and used by your petitioner, along and across the following public way or ways:

- *27 Junction Square Drive*

Wherefore they pray that after due notice and hearing as provided by law, they be granted permission to install coaxial cable over lashed to existing overhead strand coaxial cable as they may find necessary and in accordance with the plan filed herewith from utility pole #142 Main St. to utility pole #4 Church St. for the benefit of the occupant of 27 Junction Square Drive

1. **Comcast of Massachusetts III, Inc.**

By: 

Print name: Greg Franks

Title: Sr. Manager of Government and Regulatory Affairs

Telephone/e-mail contact info: (617) 862-8437 cell phone
Gregory_Franks@comcast.com

ORDER FOR INSTALLATION OF OVERHEAD COAXIAL CABLE

In Board of Selectmen of the Town of Concord, Massachusetts

Notice having been given and a public hearing held, as provided by law,

IT IS HEREBY ORDERED: that **Comcast of Massachusetts III, Inc.** be and is hereby granted permission to install coaxial cable as it deems necessary, in the public way or ways hereinafter referred to, as requested in the said petition and plan.

All construction under this order shall be in accordance with the following conditions:

The new coaxial cable shall be attached to the poles using common industry standards, and shall be set substantially at the points indicated upon the plan filed with said petition, from utility pole #142 Main St. to utility pole #4 Church St.. There may be attached to said poles by said Comcast of Massachusetts III, Inc. such coaxial cables as are necessary in its business and all of said coaxial cables shall be placed at a height that is in compliance of the National Electrical Safety Code.

The following are the public ways or parts of ways along which the above referred to may be installed thereon under this order:

- *Main Street*
- *Junction Square Drive*
- *Church Street*

I hereby certify that the foregoing order was adopted at a meeting of the Board of Selectman of the Town of Concord, Massachusetts held the _____ day of _____, 2019.

Clerk of Board of Selectmen

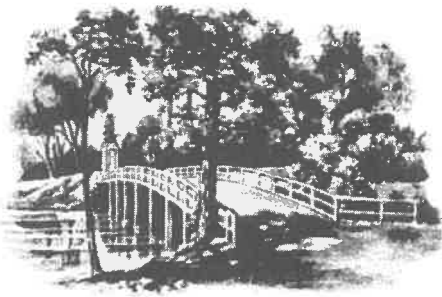
We hereby certify that on _____, at _____ O'clock _____, at
Concord, Massachusetts, a public hearing was held on the petition of **Comcast of Massachusetts III, Inc.**
permission to install coaxial cables, fixtures and connections described in the order herewith recorded, and
that we mailed at least seven days before said hearing a written notice of the time and place of said hearing
to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the
ways or parts of ways upon which the Company is permitted to install coaxial cables, fixtures and
connections under said order. And that thereupon said order was duly adopted.

Selectmen of the Town of Concord, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of a location order and certificate of
Hearing with notice adopted by the Board of Selectmen of the Town of Concord, Massachusetts,
on the _____ day of _____, and recorded with the records of location
orders of said Town, Book _____, Page _____. This certified copy is made under
the provisions of Chapter 166 of General Laws and additions thereto or amendments thereof.

Attest: _____
Town Clerk

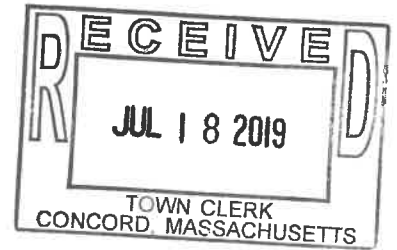


OLD NORTH BRIDGE
1775

TOWN OF CONCORD

SELECT BOARD'S OFFICE
22 MONUMENT SQUARE — P.O. BOX 535
CONCORD, MASSACHUSETTS 01742

TELEPHONE (978) 318-3001
FAX (978) 318-3002



TOWN OF CONCORD SELECT BOARD PUBLIC HEARING NOTICE

Notice is hereby given that a Public Hearing will be held at the Town House, 22 Monument Square, Concord, MA in the Select Board Meeting Room on July 29, 2019 at 7:10 p.m. upon the application from Musketaquid Sportsmen's Club, Inc., located at 250 Old Mill Road, for Change of Directors and Manager associated with existing Section 12 Club All Alcohol License.

By order of the Select Board

Linda Escobedo, Clerk



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM**

APPLICATION FOR MULTIPLE AMENDMENTS

**APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL
LICENSING AUTHORITY.**

ECRT CODE: RETA

Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](#)

**PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE
PAYMENT RECEIPT**

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

00008-CL-0244

ENTITY/ LICENSEE NAME

Musketaquid Sportsmen's Club, Inc.

ADDRESS

250 Old Mill Road

CITY/TOWN

Concord

STATE

MA

ZIP CODE

01742

For the following transactions (Check all that apply):

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> New License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal) | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License | <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Change of License Type (i.e. club / restaurant) | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock) |
| <input checked="" type="checkbox"/> Change of Manager | <input type="checkbox"/> Change Corporate Name | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement |
| <input checked="" type="checkbox"/> Change of Officers/
Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder | <input type="checkbox"/> Change of Hours |
| | <input type="checkbox"/> Other | <input type="text"/> | <input type="checkbox"/> Change of DBA |

**THE LOCAL LICENSING AUTHORITY MUST MAIL THIS
TRANSMITTAL FORM ALONG WITH
COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:**

Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150-2358



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc

APPLICATION FOR MULTIPLE AMENDMENTS

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
Musketaquid Sportsmen's Club	Concord	00008-CL-0244

Please provide a narrative overview of the transaction(s) being applied for. On-premises applicants should also provide a description of the intended theme or concept of the business operation. Attach additional pages, if necessary.

We are changing the bar manager, one officer, and three directors. Musketaquid is a non-profit sportsmen's club.

APPLICATION CONTACT

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
John McGarry	President	president@musketaquid.com	978-460-0082

2. AMENDMENT-Change of License Classification

<input type="checkbox"/> Change of License Category	Last-Approved License Category	
All Alcohol, Wine and Malt, Wine Malt and Cordials	Requested New License Category	
<input type="checkbox"/> Change of License Class	Last-Approved License Class	
Seasonal or Annual	Requested New License Class	
<input type="checkbox"/> Change of License Type*	Last-Approved License Type	
i.e. Restaurant to Club *Certain License Types CANNOT change once issued*	Requested New License Type	

3. AMENDMENT-Change of Business Entity Information

<input type="checkbox"/> Change of Corporate Name	Last-Approved Corporate Name:	
	Requested New Corporate Name:	
<input type="checkbox"/> Change of DBA	Last-Approved DBA:	
	Requested New DBA:	
<input type="checkbox"/> Change of Corporate Structure	Last-Approved Corporate Structure	
LLC, Corporation, Sole Proprietor, etc	Requested New Corporate Structure	

4. AMENDMENT-Pledge Information

<input type="checkbox"/> Pledge of License	To whom is the pledge being made:	
<input type="checkbox"/> Pledge of Inventory		
<input type="checkbox"/> Pledge of Stock		

AMENDMENT-Change of Officers, Stock or Ownership Interest

6B. CURRENT OFFICERS, STOCK OR OWNERSHIP INTEREST

List the individuals and entities of the current ownership. Attach additional pages if necessary utilizing the format below.

Name of Principal	Title/Position	Percentage of Ownership
John McGarry	President	NA
Name of Principal	Title/Position	Percentage of Ownership
Gavin Morrissey	Treasurer	NA
Name of Principal	Title/Position	Percentage of Ownership
Justin Caulfield	Secretary	NA
Name of Principal	Title/Position	Percentage of Ownership
Eileen Flannery	Vice President	NA
Name of Principal	Title/Position	Percentage of Ownership
Name of Principal	Title/Position	Percentage of Ownership

6A. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 6, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

6B. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 6, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

6C. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 6A or 6B ever been suspended, revoked or cancelled? Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation

7. AMENDMENT-Change of Premises Information

☐ **Alteration of Premises:** (must fill out attached financial information form)

7A. ALTERATION OF PREMISES

Please summarize the details of the alterations and highlight any specific changes from the last-approved premises.

PROPOSED DESCRIPTION OF PREMISES

Please provide a complete description of the proposed premises, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

Total Sq. Footage	<input type="text"/>	Seating Capacity	<input type="text"/>	Occupancy Number	<input type="text"/>
Number of Entrances	<input type="text"/>	Number of Exits	<input type="text"/>	Number of Floors	<input type="text"/>

☐ **Change of Location:** (must fill out attached financial information form)

7B. CHANGE OF LOCATION

Last-Approved Street Address

Proposed Street Address

DESCRIPTION OF PREMISES

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

Total Sq. Footage	<input type="text"/>	Seating Capacity	<input type="text"/>	Occupancy Number	<input type="text"/>
Number of Entrances	<input type="text"/>	Number of Exits	<input type="text"/>	Number of Floors	<input type="text"/>

OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises. (E.g. Deed, lease, letter of intent)

Please indicate by what means the applicant has to occupy the premises

Landlord Name

Landlord Phone

Landlord Email

Landlord Address

Lease Beginning Date

Rent per Month

Lease Ending Date

Rent per Year

Will the Landlord receive revenue based on percentage of alcohol sales?

☐ Yes ☐ No

8. FINANCIAL DISCLOSURE

Required for the following transactions:

- Change of Officers, Stock or Ownership Interest (E.g. New Stockholder/Transfer or Issuance of Stock)
- Change of Premises Information
- Pledge of License, Inventory or Stock

Purchase Price(s):

NA

SOURCE OF CASH CONTRIBUTION

Please provide documentation of available funds. (E.g. Bank or other Financial institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
Total	

SOURCE OF FINANCING

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

FINANCIAL INFORMATION

Provide a detailed explanation of the form(s) and source(s) of funding for the cost identified above.

APPLICANT'S STATEMENT

I, John McGarry the: ☐ sole proprietor; ☐ partner; ☒ corporate principal; ☐ LLC/LLP manager
Authorized Signatory
of Musketaquid Sportsmen's Club
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature:

John McGarry

Date:

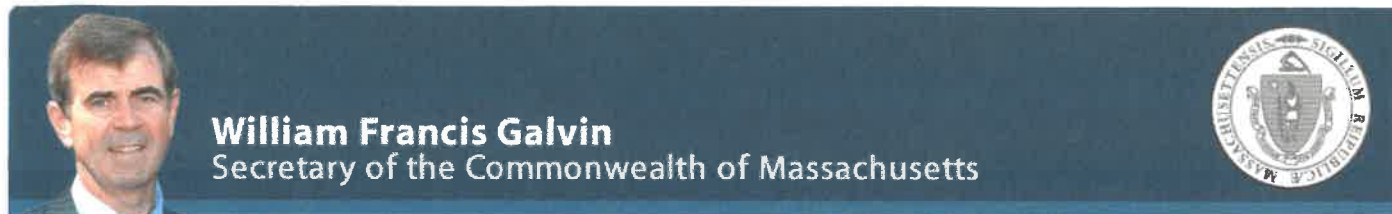
7/8/2019

Title:

President

ADDITIONAL INFORMATION

Please utilize this space to provide any additional information that will support your application or to clarify any answers provided above.



Corporations Division

Business Entity Summary

[Request certificate](#)
[New search](#)

Summary for: MUSKETAQUID SPORTSMENS CLUB

The exact name of the Nonprofit Corporation: MUSKETAQUID SPORTSMENS CLUB			
Entity type: Nonprofit Corporation			
Identification Number: 042670351		Old ID Number: 000009932	
Date of Organization in Massachusetts: 08-31-1931			
Last date certain:			
Current Fiscal Month/Day: /		Previous Fiscal Month/Day: 00/00	
The location of the Principal Office in Massachusetts: Address: P. O. BOX 1021 250 OLD MILL RD. City or town, State, Zip code, CONCORD, MA 01742 USA Country:			
The name and address of the Resident Agent: Name: Address: City or town, State, Zip code, Country:			
The Officers and Directors of the Corporation:			
Title	Individual Name	Address	Term expires
PRESIDENT	JOHN MCGARRY	11 STETSON DRIVE MARLBOROUGH, MA 01752 USA	2020
TREASURER	GAVIN MORRISSEY	38 AURORA LANE CONCORD, MA 01742 USA	2020
SECRETARY	JUSTIN CAULFIELD	38 STAFFORDSHIRE LANE CONCORD, MA 01742 USA	2020
VICE PRESIDENT	EILEEN FLANNERY	1840 MAIN STREET CONCORD, MA 01742 USA	2020
DIRECTOR	MARK ALEXANDER	86 WHITCOMB AVENUE LITTLETON, MA 01460 USA	2022
DIRECTOR	IAN FORD	85 PINE STREET CONCORD, MA 01742 USA	2022

DIRECTOR	FREDERICK MACDONALD	40 FAIRHAVEN ROAD CONCORD, MA 01742 USA	2021
DIRECTOR	EDWARD HOLMES	33 WOOD LANE ACTON, MA 01720 USA	2020
DIRECTOR	JIM GUELLI	38 DAKIN ROAD SUDBURY, MA 01776 USA	2021
DIRECTOR	KEN HUGHES	20 WEBSTER STREET ARLINGTON, MA 02474 USA	2021
DIRECTOR	ALAN BOGOSIAN	1624 MAIN STREET CONCORD, MA 01742 USA	2020
DIRECTOR	SETH BROOKS	9 PADDOCK RD SOUTH EASTON, MA 02375 USA	2020
DIRECTOR	ALAN PAGE	12 SAMSON ROAD MEDFORD, MA 02155 USA	2022
DIRECTOR	SEAN KEENAN	54 GRIST MILL ROAD LITTLETON, MA 01460 USA	2021
DIRECTOR	JOHN DOW	50 DRUM HILL ROAD CONCORD, MA 01742 USA	2022
DIRECTOR	JOHN MCGARRY	11 STETSON DRIVE MARLBOROUGH, MA 01752 USA	2020
DIRECTOR	MICHAEL PRATT	205 GREAT ROAD, B3 ACTON, MA 01720 USA	2022
DIRECTOR	NICK NIGRO	55 DINSMORE AVE, APT 403 FRAMINGHAM, MA 01702 USA	2021
DIRECTOR	EILEEN FLANNERY	1840 MAIN STREET CONCORD, MA 01742 USA	2020
DIRECTOR	RALPH BIBBO	3 FALCONER CIRCLE WALTHAM, MA 02451 USA	2020



Consent

Confidential
DataMerger
Allowed

Manufacturing

View filings for this business entity:

ALL FILINGS
 Annual Report
 Application For Revival
 Articles of Amendment
 Articles of Consolidation - Foreign and Domestic
 Articles of Consolidation - Domestic and Foreign

[View filings](#)**Comments or notes associated with this business entity:**[New search](#)



CERTIFICATE OF GOOD STANDING AND/OR TAX COMPLIANCE



MUSKETAQUID SPORTSMENS CLUB INC
250 OLD MILL RD
CONCORD MA 01742-4731

Why did I receive this notice?

The Commissioner of Revenue certifies that, as of the date of this certificate, MUSKETAQUID SPORTSMENS CLUB INC is in compliance with its tax obligations under Chapter 62C of the Massachusetts General Laws.

This certificate doesn't certify that the taxpayer is compliant in taxes such as unemployment insurance administered by agencies other than the Department of Revenue, or taxes under any other provisions of law.

This is not a waiver of lien issued under Chapter 62C, section 52 of the Massachusetts General Laws.

What if I have questions?

If you have questions, call us at (617) 887-6400 or toll-free in Massachusetts at (800) 392-6089, Monday through Friday, 8:30 a.m. to 4:30 p.m..

Visit us online!

Visit mass.gov/dor to learn more about Massachusetts tax laws and DOR policies and procedures, including your Taxpayer Bill of Rights, and MassTaxConnect for easy access to your account:

- Review or update your account
- Contact us using e-message
- Sign up for e-billing to save paper
- Make payments or set up autopay

Edward W. Coyle, Jr., Chief
Collections Bureau

2019

MUSKETAQUID SPORTSMEN'S CLUB BOARD OF DIRECTORS

OFFICERS

PRESIDENT

John McGarry

VICE PRESIDENT

Eileen Flannery

TREASURER

Gavin Morrissey

SECRETARY

Judd Caulfield

DIRECTORS

1st Year

Mark Alexander

John Dow*

Ian Ford

Alan Page

Mike Pratt*

2nd Year

Jim Guelli

Ken Hughes

Sean Keenan

Fred Macdonald*

Nick Nigro

3rd Year

John McGarry

Eileen Flannery*

Ed Holmes*

Alan (Chip) Bogosian

Seth Brooks

Ralph Bibbo

End Of Term **2022**

2021

2020

***Second Term**

Musketaquid Sportsmen's Club

Bar Policy

The Musketaquid Sportsmen's club is committed to the responsible service of beverage alcohol to its members and their guests. This club is also committed to actions that can help reduce drunk driving accidents. All bar key holders, responsible bartenders and members are required to abide by the following:

- 1 Alcohol beverages can only be sold to members and their guests.
- 2 Must be a minimum of 21 years of age to be served beverage alcohol.
- 3 If there is any question, A Massachusetts license is required,...a passport, or military ID., may also be considered.
- 4 It is unlawful to serve alcohol to an intoxicated person.
- 5 All beverage alcohol consumed on the premises, as defined by the liquor license, shall be served by the bar only.
- 6 It is the bar key holders, bartenders and members responsibility, when a person shows signs of intoxication, to politely approach and offer an alternative non-alcoholic beverage and snack, as serving alcohol to an intoxicated person is illegal.
- 7 The club will provide alternative transportation to any person who is intoxicated, regardless of whether they consumed any alcohol beverage on premises. A club member may offer/provide transportation, and the club will pay for a taxi cab for any person requiring alternate transportation.
- 8 Any person showing visible signs of intoxication will be urged to use the alternate transportation provided by the club. If the person refuses, a reasonable attempt should be made to obtain the keys to the persons car, and be told the police will be notified if he or she attempts to leave the premises.
If despite these efforts, the person drives away, the license plate should be noted and call the Concord Police Department immediately 978-369-3400
- 9 The bartender on duty should fill out an incident report as necessary,...ie, when service is denied or alternate transportation is offered or provided.
- 10 All members are responsible for the conduct of their guests.
- 11 It is the responsibility of all members to be aware of the limitation of the Clubs liquor license, and abide by them
- 12 Food or snacks shall be available for members and guest when the bar is open.
- 13 All beverage alcohol will be measured according to club policy.
- 14 No more than two alcohol beverages may be served to a single person at one time.
- 15 Bartenders should monitor and not repeatedly serve anyone beverage alcohol within an hours time.
- 16 All bartenders are to be TIPS certified, in an alcohol awareness program, which the club pays the expense.
- 17 It is against the law to bring outside beverage alcohol onto any licensed establishment in Massachusetts.

Bar Chairman, Board of Directors
Musketaquid Sportsmen's Club



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc

APPLICATION FOR MULTIPLE AMENDMENTS

Please select all of the amendments you are applying for(continued):

Non-Profit Club's ONLY

e.g. Veteran's Club

☒ **Non-Profit Club CHANGE OF OFFICERS/DIRECTORS**

DOR Certificate of Good Standing

DUA Certificate of Compliance

Change of Officers/Directors Application

Business Structure Documents-Articles of Organization from the Secretary of the Commonwealth

Vote of the club signed by an approved officer

Monetary Transmittal Form

\$200 fee via [ABCC website](#) and Payment Receipt

☒ **Non-Profit Club CHANGE OF MANAGER**

Change of Manager Application

CORI Authorization Complete one for the proposed manager of record. This form **must** be *notarized with a stamp or raised seal*.

Vote of the club signed by an approved officer.

Updated Officers and Directors*

***Please ensure to update your officers and directors *simultaneously* or *PRIOR* to applying for a change of manager. It will be returned with no action taken if the officers and directors do not match ABCC records.**

Proof of Citizenship. Passport, birth certificate, voter registration, or naturalization papers will be accepted.

Monetary Transmittal Form

\$200 fee via [ABCC website](#) and Payment Receipt

From: Court Booth >

Sent: Thursday, July 18, 2019 11:23 AM

To: Michael Lawson <mlawson@concordma.gov>; Kate Hodges <khodges@concordma.gov>

Subject: 20190718_DISCLOSURE BY SPECIAL MUNICIPAL EMPLOYEE OF FINANCIAL I.pdf

Dear Michael and Kate,

Attached please find a Disclosure by Special Municipal Employee, for your consideration and approval on 7/29/19 if you see fit.

I plan to teach CPR-Basic Life Support to CPS and High School coaches and athletic staff on four occasions this summer. I have done this for many years. I am not seeking any compensation for my teaching duties. However, as I now serve on School Committee, and I am asking for reimbursement for out-of-pocket costs (only) from each student, it constitutes a contract in the opinion of Amy Nee, Staff Counsel for the State Ethics Commission. She advises approval by Select Board.

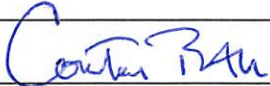
I will teach pro bono, and seek \$30 from each student for actual costs for American Heart Association certifications, text books, and related supplies.

Please add this item to your agenda for 7-29. The exemption form is page 4 of the attachment. Thank you for your consideration.

**DISCLOSURE BY SPECIAL MUNICIPAL EMPLOYEE
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
AS REQUIRED BY G. L. c. 268A, § 20(d)**

	SPECIAL MUNICIPAL EMPLOYEE INFORMATION
Name of special municipal employee :	Courtland Booth
Put an X beside one statement.	<p>I am a special municipal employee because:</p> <p><input type="checkbox"/> I am a selectman in a town with a population of 10,000 or fewer people;</p> <p><input checked="" type="checkbox"/> I am not a mayor, alderman or city councilor, and</p> <p><input checked="" type="checkbox"/> I serve in a municipal position for which no compensation is provided, or</p> <p><input type="checkbox"/> I earned compensation for fewer than 800 hours in the preceding 365-day period, or</p> <p><input type="checkbox"/> By the classification of my position by my municipal agency or by the terms of a contract or my conditions of employment, I am permitted to have personal or private employment during normal business hours.</p> <p><input type="checkbox"/> I work for a company or organization which has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the municipal is contracting for my services in particular, and the contract states that I am a special municipal employee or indicates that I meet one of the three requirements listed above.</p>
Title/ Position	Concord School Committee
Fill in this box if it applies to you.	<p>If you are a special municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.</p> <p>NA</p>
Municipal Agency/ Department:	This is "my Municipal Agency."
Agency Address:	
Office phone:	
Office e-mail:	
	Check one: <input type="checkbox"/> Elected or <input type="checkbox"/> Non-elected
Starting date as a special municipal employee.	4-12-18 (seated on School Committee)

<p>BOX # 1</p> <p>Select either STATEMENT #1 or STATEMENT #2.</p> <p>Write an X by your financial interest.</p>	<p>ELECTED SPECIAL MUNICIPAL EMPLOYEE</p> <p>I am an elected special municipal employee.</p> <p>___ STATEMENT #1: I had a financial interest in a contract made by a municipal agency before I was elected to a compensated special municipal employee position. I will continue to have this financial interest in a municipal contract.</p> <p>___ STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency.</p> <p>My financial interest in a contract made by a municipal agency is:</p> <p>___ A compensated, non-elected position with a municipal agency.</p> <p><u>X</u> A contract between a municipal agency and myself.</p> <p>___ A financial benefit or obligation because of a contract that a municipal agency has with another person or with a company or organization.</p> <p>___ Other work because a municipal agency has a contract with my company or organization and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the municipal is contracting for my services in particular.</p>
<p>BOX #2</p> <p>Select either STATEMENT #1 or STATEMENT #2.</p> <p>Write an X by your financial interest.</p>	<p>NON-ELECTED SPECIAL MUNICIPAL EMPLOYEE</p> <p>I am a non-elected special municipal employee (compensated or uncompensated).</p> <p>___ STATEMENT #1: I had a financial interest in a contract made by a municipal agency, other than an employment contract, before I took a non-elected, compensated special municipal employee position. I will continue to have this financial interest in a municipal contract.</p> <p>My financial interest in a contract made by a municipal agency is:</p> <p>___ A contract between a municipal agency and myself, but not an employment contract.</p> <p>___ A financial benefit or obligation because of a contract that a municipal agency has with another person or with a company or organization.</p> <p>OR</p> <p>___ STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency.</p> <p>My financial interest in a contract made by a municipal agency is:</p> <p>___ A compensated, non-elected position with a municipal agency.</p> <p>___ A contract between a municipal agency and myself.</p> <p>___ A financial benefit or obligation because of a contract that a municipal agency has with another person or with a company or organization.</p> <p>___ Other work because a municipal agency has a contract with my company or organization and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the municipal is contracting for my services in particular.</p>
<p>Name and address of municipal agency that made the contract</p>	<p>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</p> <p>This is the "contracting agency."</p> <p>Concord-Carlisle Regional School District 120 Meriam Rd Concord MA 01742</p>
<p>Write an X to confirm this statement.</p>	<p><u>X</u> In my work as a special municipal employee for my Municipal Agency, I participate in or have official responsibility for activities of the contracting agency.</p>

FILL IN THIS BOX OR THE NEXT BOX	<p>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE MUNICIPAL AGENCY AND YOU.</p> <ul style="list-style-type: none"> - Please explain what the contract is for. <p>Reimbursement for supplies and materials for American Heart Association CPR training for school employees. Instruction will be pro bono.</p> <p><i>Note that I also teach several CPR-First Aid courses for Concord Recreation Dept. for which I am compensated, with documentation on file with Town Clerk and Ethics Commission.</i></p>
	<p>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE MUNICIPAL AGENCY AND ANOTHER PERSON OR ENTITY</p> <ul style="list-style-type: none"> - Please identify the person or entity that has the contract with the municipal agency. - What is your relationship to the person or entity? - What is the contract for?
What is your financial interest in the municipal contract?	<ul style="list-style-type: none"> - Please explain the financial interest and include the dollar amount if you know it. <p>I will teach several classes for PE/Athletics, with per-pupil reimbursement, by the students (coaches and teachers) of \$30. (\$22 pp paid to American Heart Assoc for certificates, \$4 pp estimated cost for textbook, \$4 pp estimated cost for consumable teaching supplies)</p>
Date when you acquired the financial interest	Courses are scheduled for July 22, August 19-21-29, 2019.
What is the financial interest of your immediate family?	<ul style="list-style-type: none"> - Please explain the financial interest and include the dollar amount if you know it. <p>NA</p>
Date when your immediate family acquired the financial interest	<p>NA</p>
Employee signature:	
Date:	July 17, 2019

SEE NEXT PAGE FOR APPROVAL
 BY CITY COUNCIL, BOARD OF ALDERMEN,
 BOARD OF SELECTMEN. TOWN COUNCIL,
 OR DISTRICT PRUDENTIAL COMMITTEE

**APPROVAL OF EXEMPTION
BY THE CITY COUNCIL, BOARD OF ALDERMEN, BOARD OF SELECTMEN,
TOWN COUNCIL OR DISTRICT PRUDENTIAL COMMITTEE**

Name:	
Name of approving body: Write an X by one selection.	<input type="checkbox"/> City Council <input type="checkbox"/> Board of Aldermen <input type="checkbox"/> Board of Selectmen <input type="checkbox"/> Town Council <input type="checkbox"/> District Prudential Committee
Title/ Position	
Agency Address:	
Office phone:	
APPROVAL OF § 20(d) EXEMPTION	
	<p>We have received a disclosure under G.L. c. 268A, § 20(d) from a special municipal employee who seeks to have a financial interest in a contract made by a municipal agency of this city or town. We understand that the special municipal employee participates in, or has official responsibility for, activities of the municipal agency that made the contract. We approve this exemption under § 20(d) regarding the financial interest identified by the special municipal employee.</p>
Signature:	On behalf of the Council, Board or Committee identified above, I sign this approval.
Date:	

Attach additional pages if necessary.

File your completed, signed, approved Disclosure with the city or town clerk.

CONCORD HOUSING AUTHORITY
34 EVERETT ST.
CONCORD, MA 01742

The Concord Housing Authority is very excited to assist the town with their affordable housing efforts by adding a unit to the donated portion of the Gerow land adjacent to our property at 365 Commonwealth Ave.

The CHA had no previous plan for developing this property as the feasibility of constructing a unit in this location was only established just prior to town meeting approval of both the land transfer and the Affordable Housing Funding appropriation.

Our current plan is to request \$50,000 from the Affordable Housing Fund for design and non-construction development costs, and to submit a CPA application for construction funding.

Other funding options can be pursued but are difficult until we own the land.

Proposed timeline:

Summer 2019- Transfer of land from the Town to CHA and secure initial funding

Early Fall 2019-Submit CPA application for construction funding and hire design team

Late Fall 2019- Begin design and start Conservation and Zoning approval process

Winter 2019-Finalize design and secure Conservation and Zoning approval

Spring 2020-Finalize construction drawings, secure CPA funding, and go out to bid

Summer 2020- Secure building permit and begin construction

Fall/Winter 2020- Complete construction and lease unit

The CHA looks forward to working with the town to create another affordable housing opportunity in Concord.

Sincerely,

Marianne Nelson
Executive Director



TOWN OF CONCORD

Department of Planning & Land Management

141 Keyes Road ~ Concord, MA ~ 01742

MEMORANDUM

To: Kate Hodges, Interim Town Manager/Deputy Town Manager

From: Marcia Rasmussen, Director Planning & Land Management *MAR*

Re: **Support for requested funds to design an affordable housing unit on Gerow land.**

Date: July 24, 2019

The Concord Housing Authority has submitted a request for \$50,000 of Town funds appropriated under 2019 Town Meeting Article 23 for the purpose of design, engineering and related permitting costs toward future construction of a small affordable housing unit on land to be transferred to and combined with other land owned by the Concord Housing Authority at 365 Commonwealth Ave. This memorandum is to indicate the Town's DPLM Planning Division support for this request.

In response to concerns raised during the 2019 public hearings leading up to Annual Town Meeting about the potential loss of the existing Gerow house and the desire to site an affordable home on the property (if the existing house could not be retained), the Town and Concord Housing Authority funded an assessment and feasibility study of an affordable housing site. The "Study for an Affordable Housing Lot" (April 2019) report identified approximately 9,400 sq. ft. of land with frontage on Commonwealth Ave. immediately adjacent to an existing property owned by the Concord Housing Authority (CHA). The Town Meeting presentation under Article 7 for Capital Funds related to Gerow Recreation Area included a map showing the parcel of land to be transferred to the CHA and a sketch of a small house that would complement the existing house at 365 Commonwealth Ave.

During discussions with the CHA this past spring, both Liz Rust from the Regional Housing Services Office and I supported the idea of constructing an affordable unit on the Gerow land and we agreed to provide support in seeking Community Preservation Act (CPA) funds in 2019 toward construction of such a unit (amount to be determined after design and engineering estimates are prepared). We will be working with CHA Executive Director Marianne Nelson to prepare that application for submittal to the Community Preservation Committee this September. As far as we know, this will be the only application seeking funds for community/ affordable housing (one of the four areas

eligible to receive CPA funds); no other affordable housing groups have indicated their intention to seek Community Preservation funds this year.

CHA does not have ready access to funds for design, engineering and permitting, nor do the Town and Regional Housing Services Office. The request from CHA to access Town funds appropriated for the purpose of developing affordable housing within the Town will result in one new unit of housing and will dedicate an existing unit to the State's Subsidized Housing Inventory (yielding two SHI units).



Study for an Affordable Housing Lot West Concord Village

Gerow Property Assessment & Feasibility Report

Prepared for:
Town of Concord
Department of Planning & Land Management

Prepared by:

GPI

Greenman-Pedersen, Inc.

April 2019

Study for an Affordable Housing Lot

Gerow Property
Assessment
& Feasibility Report

Prepared for:

Town of Concord
Department of Planning &
Land Management

Prepared by:

GPI

April 1, 2019

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Figure 1: Photo of House Site.

Executive Summary

Vision

The purchase of the Gerow property was made possible in part through the Town's Community Preservation Act (CPA). CPA is a smart growth tool that helps communities preserve open space and historic sites, create affordable housing, and develop outdoor recreational facilities. While CPA funds allocated for the Gerow land purchase were specifically for the purchase of open space, there has been an interest in trying to accommodate an affordable house within the property.

Therefore, working in collaboration, the Town of Concord and the Concord Housing Authority (CHA) are advancing the idea of siting an affordable home on the property frontage along Commonwealth Avenue. The intent of the house project is to add an additional housing unit adjacent to the existing residence which is owned by the CHA at 365 Commonwealth Avenue. The Town considers it a win-win if the purchase of the Gerow property not only provides open space and recreation, but also generates an affordable housing unit.

The mission of the Concord Housing Authority is to develop and manage safe, good-quality affordable homes for low- and moderate-income individuals and families, while promoting community and self-reliance. The proximity of the Gerow property to downtown West Concord makes the location ideally suitable, as it offers safe and functional pedestrian connections that directly link into the village center.

Design Process

The Town recommended the incorporation of an affordable housing lot as part of the Gerow Recreation Area development. In March of 2019, the Town of Concord selected GPI to develop an assessment and feasibility study for the development of an affordable housing lot.

Site Scenarios

This process arrives at three potential site plan scenarios based around access needs of the proposed park. This includes 1) maintaining a 20' access drive to the park, 2) preserving future rights of access only, and 3) elimination of all access.

These plans are presented with the primary issues for each scenario's development and rationale.



0 100 250 600 1000

Figure 1: STUDY AREA

Study for an Affordable Housing Lot
West Concord, MA



GPI

Greenman-Pedersen, Inc.

1.0 INTRODUCTION

Greenman-Pedersen, Inc. (GPI) was retained by the Town of Concord to prepare a feasibility study for an affordable housing lot on a portion of the Gerow Property, located at 369 Commonwealth Avenue. This study was funded by the Town of Concord and The Concord Housing Authority (CHA).

1.1 BACKGROUND

The Gerow property is found along Commonwealth Avenue between the Route 2 rotary and the intersection at Laws Brook Road (see Figure 2). From this location, the project is within a half-mile walking distance of West Concord Center - either via Commonwealth Avenue or the Bruce Freeman Rail Trail (BFRT). Developed as a traditional village center, the compact nature of the downtown offers various shops and services that meet the daily needs of residents and workers alike – without the use of an auto. As such, walkability is a key characteristic of the village, and is considered an important aspect of West Concord.

1.2 PURPOSE AND NEED

This study provides analysis and findings for advancing the development of an affordable housing unit along Commonwealth Avenue in West Concord, where there are currently several affordable units along Warner's Pond (see Figure 3). The CHA owns Federal, State, and Locally aided housing. Because of the high demand for affordable housing, and comparatively low supply, it is not rare to be on a waiting list for several years. As such, the CHA is always looking for opportunities to increase their housing stock.

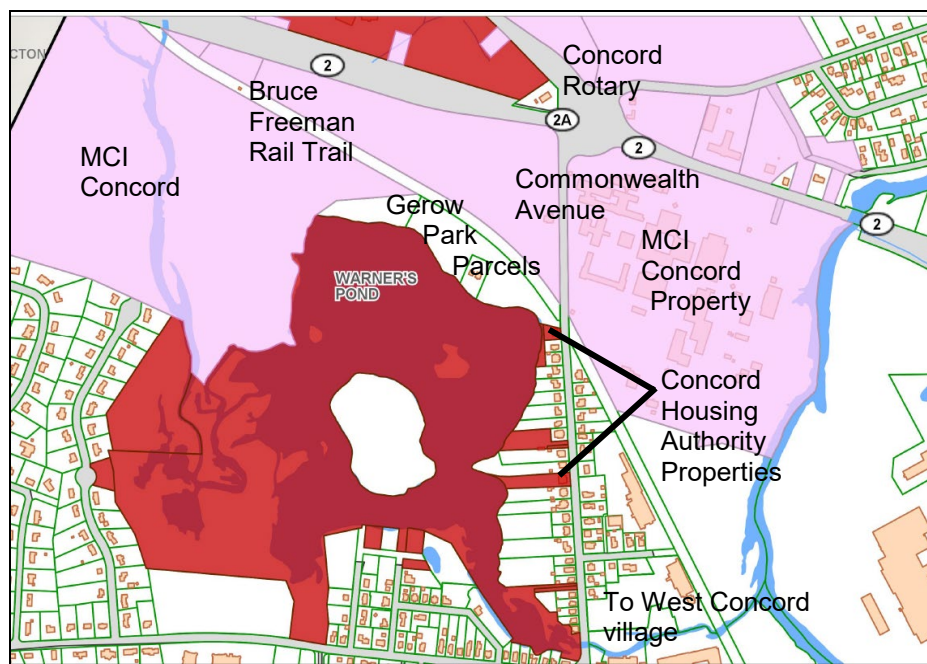


Figure 3: Affordable Housing Properties

2.0 PROJECT CONTEXT

The following built and natural features are found in the project study area:

2.1 COMMONWEALTH AVENUE

Commonwealth Avenue is a two-lane roadway running approximately north-to-south between the Route 2 rotary and West Concord Village. Significant portions of Commonwealth Avenue have existing sidewalk on both sides, although the sidewalk width varies. There are currently no bicycle accommodations along this route.

2.2 369 COMMONWEALTH AVENUE: GEROW PROPERTY

Located at 369 Commonwealth Avenue, the Town purchased the 7.03-acre Gerow Property in 2018, with the express intent to develop it as a recreational facility serving West Concord. The park is immediately situated upon Warner's Pond, a 54-acre body of water located immediately to the west of the property (see Figure 1). This property is highly valued for its access to the pond for kayaking and fishing, for its stunning views of the water, for its open space and wooded areas, and for its proximity to the BFRT. The Town believes that the combination of these assets is a significant gain for our residents.

Existing access to the property is via a narrow gravel driveway off Commonwealth Avenue. The current zoning of the property at 369 Commonwealth Avenue is Residence B.

Originally there was a small 3-bedroom, Cape Cod-style dwelling and a detached garage located in the center of the property. Initially, the Town had hoped to move this facility to a location where it could be used as an affordable housing unit. However, analysis of the cost and site constraints made this prohibitive. The unit was demolished in early 2019.

2.3 365 COMMONWEALTH AVENUE: CHA PROPERTY

The current Lot at 365 Commonwealth Ave (property #2156) is owned by the Concord Housing Authority and includes an area of 8,776 SF with approximately 55' of frontage. This house is in the Residence C district which requires a minimum lot size of 10,000 SF and 80 feet of frontage. The lot is currently not compliant, but it is considered "grandfathered" because a house was constructed on the lot prior to the adoption of zoning and the minimum lot size.

The current living area square footage is 1,684 SF.

2.4 WARNER'S POND

Warner's Pond, located immediately to the south of the Gerow property, is a 54-acre body of water within a larger Town-owned parcel totaling more than 77 acres – highlighted in Figure 2 in RED. Warner's Pond was created in the 1800's by damming the Nashoba Brook in order to impound water to power the nearby mills. Abutting the property to the west is 67-acres of conservation and agricultural land owned by Massachusetts Correctional Institution (MCI) - Concord. The land is leased to farmers who grow field

crops there. The remaining Red parcels highlighted in the picture showcase other Town-owned lands, held mostly by the Natural Resources Commission Division. There are two parcels along Commonwealth Avenue which are currently owned by the CHA and are rented units of Affordable Housing.

2.5 BRUCE FREEMAN RAIL TRAIL

The Bruce Freeman Rail Trail (BFRT) is a non-motorized shared-use path currently under construction along the former route of the old New Haven Railroad – Framingham & Lowell Line. This rail-to-trail path, once complete, will run 27-miles in length from Framingham to Lowell. Approximately 3.5-miles of the trail falls within Concord, stretching from the border of Sudbury near White Pond, north through the West Concord Village to just south of Route 2 at the Acton Town border. After two decades, the majority of the Concord section of the BFRT is nearly complete, with an opening anticipated in the spring/summer 2019.

The BFRT provides north-to-south access and passes directly through Junction Park and the West Concord Commuter Rail Station. The trail is expected to provide recreational and commuter access from surrounding neighborhoods to the village center.

3.0 PROJECT CONSIDERATIONS

The existing Gerow property has a number of physical and regulatory constraints that make development of the affordable house lot challenging in addition to the access and utility requirements that must be maintained. These include the following:

3.1 ZONING

The Gerow property is currently zoned Residence B. As shown in Table 1, this zoning district requires a minimum lot area of 20,000 square feet; minimum lot frontage of 125 feet (or 100 feet applying the frontage exception); and minimum lot width of 100 feet. The “yard” or setback requirements for this property are also: 20-foot front yard, 15-foot side yard and the lesser of 30-feet or 25% of lot depth for the rear yard.

The current zoning of the CHA property at 365 Commonwealth Avenue is zoned Residence C. Potentially, an area of land could be transferred from the Gerow Property to the ownership of 365 Commonwealth Avenue, and rezoned from Residence B to Residence C. As shown in Table 1, this zoning district requires a minimum lot area of 10,000 square feet; minimum lot frontage of 80 feet; and minimum lot width of 64 feet. The “yard” or setback requirements for this property are: 20-foot front yard, 15-foot side yard and the lesser of 30-feet or 25% of lot depth for the rear yard.

	Residence B	Residence C
Lot Size	20,000 SF	10,000 SF
Frontage	125 feet (100 feet with frontage exception)	80 feet
Minimum lot width	100 feet	64 feet
Front Yard	20 feet	20 feet
Side Yard	15 feet	15 feet
Rear Yard	The lesser of 30 feet or 25% of lot depth	The lesser of 30 feet or 25% of lot depth

Table 1. Overlying Zoning Requirements

This presents a considerable spatial challenge as the ‘neck’ of the Gerow parcel has very limited frontage as well as a 50’ Buffer from the wetland dedicated as a ‘no build zone’. Carving off a 20,000 SF parcel, or even a 10,000 SF is made more difficult by issues of access and topography.

3.2 PARK FRONTAGE

The existing Gerow property is zoned as Residence B, which requires a minimum frontage between 100-125 feet. The existing property only has 40 feet of frontage along Commonwealth Avenue, due in part to the acquisition of a small triangular parcel from the railroad in 1949. In 1951, the then-owners prepared a subdivision plan utilizing a 40' wide right-of-way, which was approved by Planning Board (note: the 50' right-of-way requirement was not adopted until 1960). The 1,000 feet long right-of-way provided frontage for multiple lots, but only one was developed.

Unlike a house lot, the conversion of the lot to a public park has no frontage requirements.

3.3 PARK ACCESS

Access to the proposed park property is currently served by a 10' wide gravel driveway within a 40' Right-of-Way. While adequate for a private residence, this driveway width will need to be widened to at least 20' to serve two-way traffic to the park. Furthermore, an engineering review of the driveway recommended relocation of the driveway entrance to the north side of the BFRT for a variety of safety reasons. Perhaps most importantly, the preferred relocation option provides increased separation from the BFRT crossing, which will greatly reduce conflict as the Town transitions the property to public use.

The Town of Concord is in the process of trying to obtain a lease or easement over the BFRT from the State to facilitate this new alignment. This access agreement would likely be in the form of an amendment to the 99-year lease that the Town currently holds for the state-owned rail corridor. So even if access over the BFRT is granted, it will likely have similar terms to the trail lease, meaning that it would not be a permanent means of access.

With the exception of the 40' Right-of-Way, the proposed park is otherwise landlocked, therefore maintaining a right of access to the park is a top priority for the Town. As such, the Town is unlikely to give up total control over its current access from Commonwealth Avenue. However, retention of the 40' Right-of-Way greatly restricts the amount of buildable area near the public street.

3.4 WETLAND RESOURCE AREAS

All work within the study area is subject to the Wetlands Protection Act (M.G.L. 131 §40) and implementing regulations (310 CMR 10.00), and the Concord Wetlands Bylaw. For this project, wetland resource areas include Bank, Bordering Vegetated Wetlands, Land under Water Bodies and Waterways, and the 100-year floodplain (Land Subject to Flooding).

Relevant to this study, there is a designated 50' No-Build buffer to any wetlands along the pond edge. This significantly impacts the narrower portions of the parcel located near Commonwealth Avenue.

Close coordination with the Concord Natural Resources Commission (NRC) will be required to insure that all proposed improvements comply with the Wetlands Protection Act and Concord Wetlands Bylaw for work which will remove, fill, dredge or alter any wetland resource area.

3.5 TOPOGRAPHY

The Gerow property is served by a narrow 'neck' that includes the gravel driveway and a steep bank down to the pond. Due to the overlying 40-foot Right-of-Way and a 50-foot No-Build buffer to wetlands along the pond edge, this area is considered unsuitable as a house lot.

Under current zoning requirements, one would need to go almost 400 feet into the site before the topography and land is wide and flat enough to provide a buildable area. This is considered by the Town to be too intrusive to the park development, as it would occupy some of the flattest and most usable space – which is currently slated as a playground area.

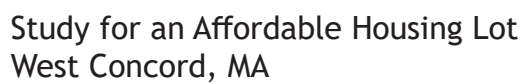
3.6 DRAINAGE

There is an existing 6" drainage line that passes through the study area. This pipe appears to be associated with storm drains located within Commonwealth Avenue near the former RR line crossing. The current condition of the pipe is unknown as the outlet could not be located, but it would be feasible to relocate the pipe if needed.

3.7 SEWERAGE

The house placement will be served by connections to the present public sewer, water, and electric/telecom lines found along Commonwealth Avenue. An initial review of the house lot and the Town of Concord's *Design and Installation Standard Specifications for Sewer Services in the Town of Concord, Massachusetts, April 2005* suggests that a gravity sewer connection to an existing sewer manhole in front of #355-357 Commonwealth Avenue is feasible. Consider the following:

- While the ground elevation within the buildable area of the lot is roughly EL. 130, it is assumed that the front yard of the new unit would be filled to match the adjacent house. This would raise the grade of the lot to approximately EL. 136. This suggests that the First Floor EL. of the house is around EL. 138.0.
- No building sewer shall have less than 4-feet of cover over the crown of the pipe unless approved by the Superintendent. Therefore, the service connection leaving the house would need to be around EL. 131.5 or lower.
- Per Water and Sewer regulations, 6" service connections shall be designed with slopes between 1/8- and 1/4-inches per foot wherever possible. The existing SMH has an invert at EL. 128.8, so the line at the house would need to be between EL. 130.3 to EL. 131.8.
- No sewer service shall exceed 200-feet in length without prior approval of the Water and Sewer Superintendent. Connection to the existing sewer manhole (SMH) in Commonwealth Avenue would require a 6" service connection approximately 150-feet in length.
- Connection directly to the SMH will require approval of the Water and Sewer Superintendent. In all likelihood, the line would actually connect to the service connection coming from 365 Commonwealth Avenue, which already ties into the SMH.



4.0 REGULATORY FRAMEWORK

The project intentions as directed by the Town seeks to define an appropriate area of property for the affordable house as an extension of the CHA parcel, but to maximize the property retained for the park.

With a goal to develop an affordable house lot using a portion of the Gerow property, a number of regulatory approaches were reviewed with planning and town administrative staff as shown in Table 2.

These options were weighed against leaving the existing 40' Right-of-Way in place or changing to an easement.

	Viable?	Comment
Existing Zoning	No	Would require over an acre of land to obtain buildable area.
Re-zoning	No	Would require over an acre of land to obtain buildable area.
Combining Lots	No	Would require over an acre of land to obtain buildable area.
Accessory Dwelling	No	Must be interior to building.
Residential Compound	No	Would require 5x zoning lot area.
Residential Development Cluster	No	Would require 5x zoning lot area.
Chapter 40B	Yes	State Process
Planned Residential Development	Yes	Meets Special Permit for CHA.

Table 2. Alternate Scenarios Reviewed

After a review of options, there are two viable approaches for the Concord Housing Authority to develop a small house adjacent to the existing house at 365 Commonwealth Ave, including the following:

- Option 1 - the first is through the application of the comprehensive permit process (State process under MGL Ch. 40B); and
- Option 2 - the other is through use of the special permit provision expressly for the Concord Housing Authority found in the Concord Zoning Bylaw (ZBL) Section 10. Planned Residential Development).

A brief explanation of each follows:

4.1 CHAPTER 40B

The comprehensive permit process provided by state statute enables local Zoning Boards of Appeal to approve affordable housing developments under flexible rules (including waiver of all zoning requirements) if at least 20-25% of the units have long-term affordability restrictions. In order to be eligible to submit an application to the Board for a Comprehensive Permit, the Developer must prepare a Project Eligibility submittal and meet certain threshold requirements, which include:

- Nature of the developer;
- Project is fundable; and,

- Developer has site control.

4.2 SECTION 10: PLANNED RESIDENTIAL DEVELOPMENT

The second path, the special permit provision of the Concord Zoning Bylaw (ZBL), may provide a more streamlined approach because the Concord Housing Authority would not be required to obtain a 'site eligibility' determination from the State, but would follow the local special permit process which begins with submitting an application to the Zoning Board of Appeals (ZBA). Prior to submitting the application, town review staff is available to provide a review of preliminary plans if desired to identify any major issues in advance of submitting a full application.

ZBL Section 10.3.1 *Special Provisions for the Concord Housing Authority and Town of Concord Projects* waives all standards found under Section 10.2 except the height and access from a public or private way, provided that 75% of the units will be low income dwelling units which can be counted toward the Subsidized Housing Inventory and are affordable. The standards that are waived include:

- minimum tract size;
- maximum permissible density;
- diversity of dwelling units
- permitted uses;
- lot area,
- frontage and yard requirements;
- area of residential development;
- common open space; and,
- limitation of subdivision.

Once a ZBA application is formally submitted or filed, the information is distributed to Town staff for review and comment. Comments are shared with the applicant at a staff meeting, after which additional information may be provided or a report prepared.

The application is then reviewed at a Planning Board public meeting and a Natural Resources Commission public meeting for these boards to prepare a recommendation to the ZBA. The ZBA then holds a public hearing (which requires notification to abutters and abutters to abutters) to receive the recommendations, hear public comments and receive any additional information.

After the public hearing is closed, the ZBA prepares its decision (with findings to approve, approve with conditions or deny), which is then filed with the Town Clerk. Following filing with the Town Clerk there is a 20-day appeal period after which, the decision is filed at the Middlesex South Registry of Deeds.

4.3 PREFERRED APPROACH

The preferred approach is to develop a Planned Residential Development (PRD) consisting of two low income units (the existing house and construction of a new house) located on a combined lot measuring

18,176 SF. This will be accomplished by adding a 9,400 SF portion of land from the Gerow parcel to the existing 8,776 SF affordable housing lot located at 365 Commonwealth. In keeping with the requirements of Section 10, access to the tract shall be provided from Commonwealth Avenue, and the maximum height of any structure is limited to thirty-five (35) feet.

Planned Residential Development (PRD) allows by special permit from the Board an alternative pattern of residential land development. It is intended to encourage the conservation of open space, while at the same time providing for a mixture and diversity of housing types in the Town at somewhat greater dwelling unit densities than is otherwise permitted without a significant increase in Town-wide population density. In a PRD, dwelling units should be constructed in appropriate clusters that are harmonious with neighborhood development and will not detract from the ecological and visual qualities of the area. The overall site design and amenities should enhance the quality of living for the residents of the development, the immediate neighborhood and the Town generally. Attention, however, shall be given by the Board as to whether the proposed site design, development layout, number, type and design of housing constitute a suitable development for the neighborhood within which it is to be located.

Use of ZBL Section 10.3.1 *Special Provisions for the Concord Housing Authority and Town of Concord Projects* waives all standards found under Section 10.2 except the height and access from a public or private way. Both units will be low income dwelling units which can be counted as affordable units toward the Subsidized Housing Inventory. A comparison of the zoning requirements to the proposed affordable lot are as follows:

	Residence B	Residence C	Proposed PRD
Lot Size	20,000 SF	10,000 SF	18,176 SF
Frontage	125 feet (100 feet with frontage exception)	80 feet	95 feet
Minimum lot width	100 feet	64 feet	95 feet
Front Yard	20 feet	20 feet	18 feet
Side Yard	15 feet	15 feet	12+ feet
Rear Yard	The lesser of 30 feet or 25% of lot depth	The lesser of 30 feet or 25% of lot depth	45+ feet

Table 3. A Comparison of PRD Approach to Standard Zoning.

5.0 FINDINGS

The study has identified three different scenarios for the affordable house location, driveway and other considerations for the site development. These are shown on the following pages.

5.1 SCENARIO 1

This plan (Dwg. L1.1) is predicated on denial of the Town's request for access across the BFRT for the Gerow Recreation Area, and therefore the Town must retain the gravel access route for primary access to the park.

- The house placement is significantly affected by the constrained area, with the 20' ROW and a 3' setback plus the wetland setback. There is a feasible location for a modest sized house to be developed, although it is very close to the access road.
- This plan shows the road at 20' wide.
- The house is placed on a gradual west facing slope with a walk out basement on the pond side and the house entrance closer to the elevation of the front lawn facing Commonwealth Avenue.
- Parking is defined as two pull off spaces along the access road.

5.2 SCENARIO 2

This plan (Dwg. L1.2) is predicated on approval of the Town's request for a lease agreement across the BFRT for the Gerow Recreation Area. The scenario reserves a 20' ROW along the route of the gravel driveway to preserve a future right of access for the park property. However, this easement would only be for future use if necessary, but could be used otherwise by the affordable unit as a driveway.

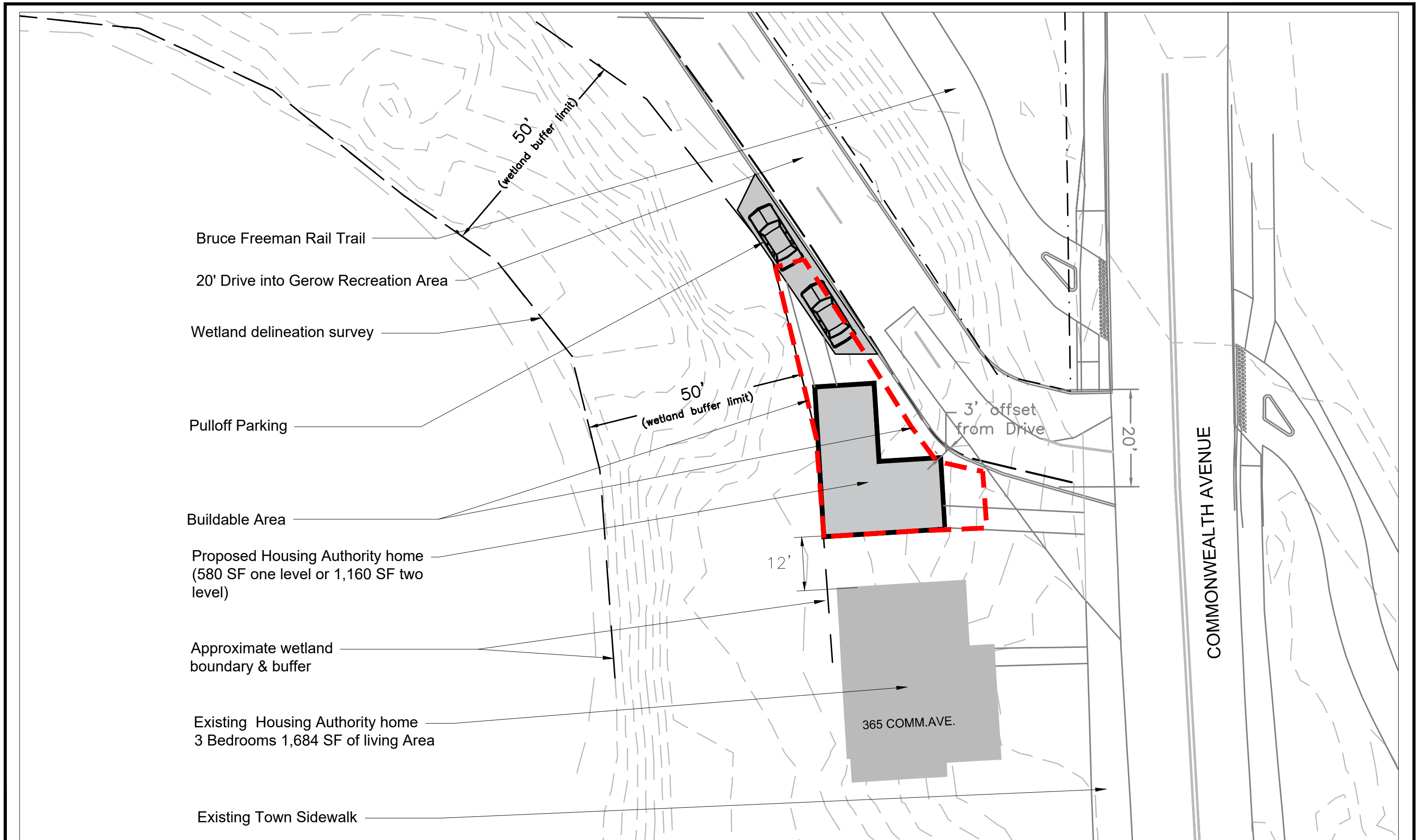
- The house is still placed outside of the 20' ROW, but the narrower driveway at 12' leaves 8' of lawn or open space as a separation from the drive to the house façade.
- Parking is achieved with head-in parking pulled closer to the house for convenient access from the driveway.
- The house is placed on a gradual west facing slope with a walk out basement on the pond side and the house entrance closer to the elevation of the front lawn facing Commonwealth Avenue.

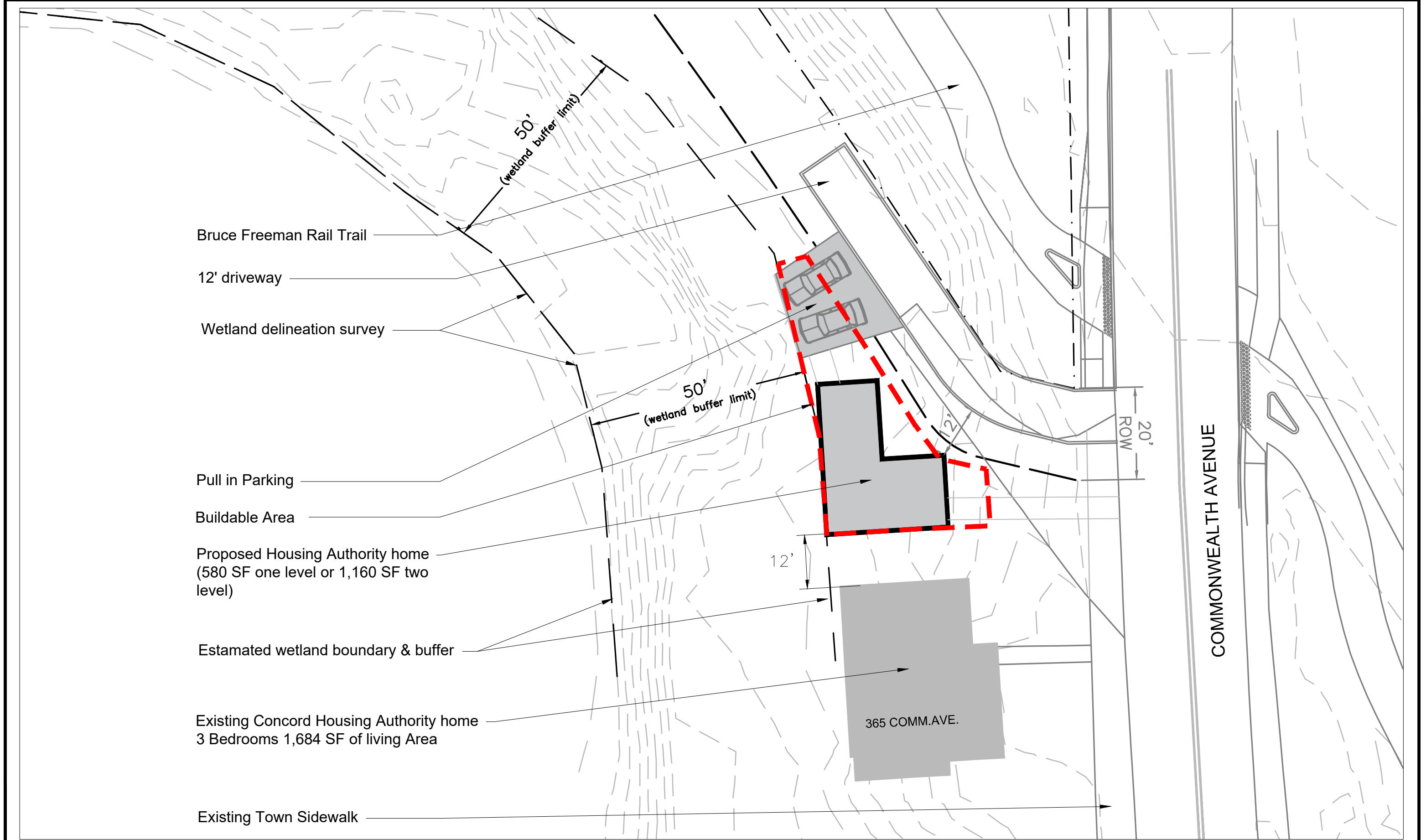
5.3 SCENARIO 3

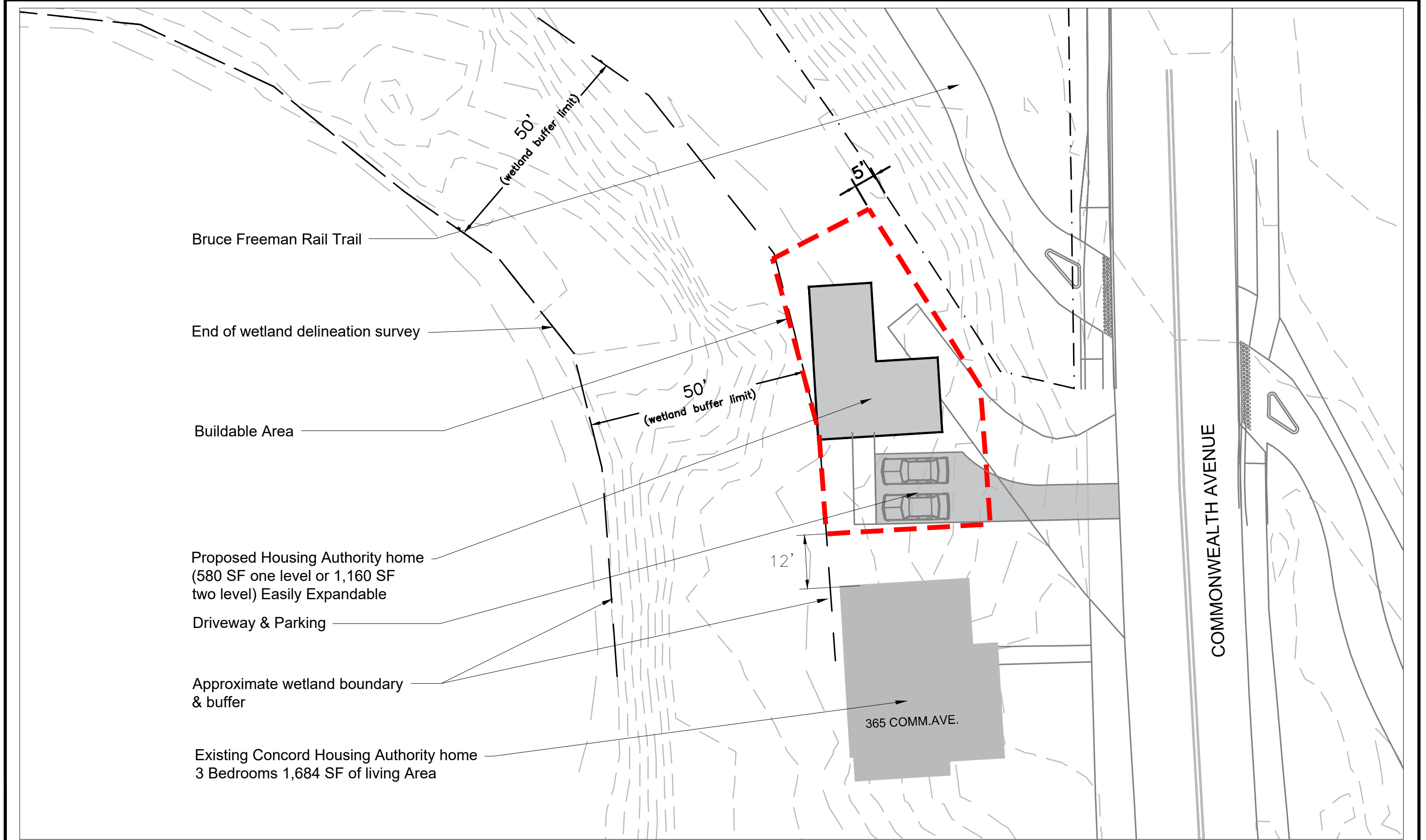
This plan (Dwg. L1.3) is predicated on the successful negotiation of a permanent ROW across the Bruce Freeman Trail such that the gravel driveway is no longer required for anything other than access to the proposed affordable house. With this in mind, the house can actually occupy the flatter ground of the existing driveway, making it much more suitable for the house's placement.

- The house can be planned as a freestanding project without the ROW constraints.
- The separate driveway off Commonwealth Avenue is much like the majority of houses up and down the street.









5.4 ACCESS EASEMENT

To be clear, the feasibility of the property as the location of an affordable housing unit is predicated upon two major state actions, including: 1) securing access into the park across the BFRT, and 2) determining if the access across the BFRT is a lease or an easement. If the Town is able to obtain a lease and relocate the park access road, then the existing driveway can be used as a single width 12' wide residential driveway for the proposed lot for the longevity of the lease. If a permanent easement is obtained, then the current driveway can be used for other purposes.

Under the preferred scenario, the Town would eliminate the 40' Right-of-Way within the Gerow Property, such that additional square footage would count within the overall lot size of the PRD. However, as a way of protecting access in perpetuity, the Town would also require an access easement in place of the Right-of-Way. The proposed access easement is considered a contingency plan for the park in case the state ever revokes the 99-year lease on the trail.

If access for the park cannot be negotiated across the BFRT, and the driveway cannot be used for residential use, then the house site would be far less functional.

5.5 BUILDABLE AREA

At a minimum, the buildable area excluding yard or setback requirements within the combined lot would be approximately 1,100 SF. Although tight, the plan allows for the construction of a housing unit having a footprint around 600 to 700 SF. The buildable area would increase for Scenario 3.

The orientation and frontage on Commonwealth Avenue is best if oriented orthogonally square to the street and in line with the front facades of the other houses in the neighborhood. The placement of the affordable house should not impinge upon the 20' ROW or an additional setback of at least 5' or more.

The identification of a 50' buffer setback from the pond edge limits the placement of the house on the downhill side of the driveway towards the pond. The buffer is considered a no build zone.

The house also needs to be accompanied by two parking spaces for the residential unit.

The lot will accommodate a two - bedroom house, 2 stories in height and possibly with a walkout basement, depending on site location and grading.

The house placement should reserve a min. 12' space to the existing house at 365 Commonwealth Avenue to preserve required fire code separations, and a level of privacy between the houses.

5.6 SEWERAGE

As demonstrated in Section 3.7, connection to the sewer line in Commonwealth Avenue appears to be feasible for all three scenarios.

6.0 COSTS & PERMITTING

6.1 DESIGN

Design will be a collaboration of the Concord Department of Planning and Land Management, and the staff and board of the Concord Housing Authority.

6.2 PERMITTING

The permitting process should take approximately 6 months from the time the application is filed provided that information is complete.

- Filing fees – ZBA application is \$200; a waiver can be requested from the Town Manager.
- Wetlands – the actual wetlands need to be delineated by a wetland specialist/scientist and an “ANRAD” submitted to the Natural Resources Commission. The Abbreviated Notice of Resource Area Delineation (ANRAD) provides a procedure for an applicant to confirm the delineation of a Bordering Vegetated Wetland (BVW). If an ANRAD is filed for a BVW delineation, confirmation of other resource areas may also be requested provided the other resource area boundaries are identified on the plans which accompany the boundary delineation. There is usually a fee associated with this process.
- Outside engineering fees (also known as “third-party” engineering review) – This depends on the extent of site redevelopment proposed that could impact drainage and is also dependent on the availability of Public Works Engineering staff and current workload. Traffic studies would not be needed for a 2-bedroom single-family home.

6.3 CONSTRUCTION COSTS

Our construction cost evaluation is based on high level estimates from similar structures using comparable square footage calculations.

\$ 12,000	Site Preparation
\$ 40,000	Foundation Work
\$ 38,000	Utilities
\$130,000	House
<u>\$ 8,000</u>	Landscaping & Driveway
\$228,000	

END OF DOCUMENT

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TOWN OF CONCORD

Planning Board

141 Keyes Road, Concord, MA 01742

(978) 318-3290

To: Select Board

From: Planning Board

Elizabeth Hughes, Town Planner

Re: Planning Board Goals/Projects: 2019-2020

Date: July 17, 2019

I. Executive Summary

The following memo and table below outlines the projects that were accomplished in 2018-2019 and the Goals and Project that the Planning Board will consider for the next year. The Board has provided an opinion on the level of study/work required for each item by the Town Planner and the Board.

2018-2019 Goals & Project Accomplished

- Adoption of the Envision Concord-Bridge to 2030 Comprehensive Long Range Plan, with a special thanks to past Planning Board Chair and Co-Chair of the CLRP Committee Gary Kleiman.
- Formula Business Bylaw amendment to include Concord Center passed Town Meeting limiting the number of formula businesses to 12. On July 9th, the Board granted a Special Permit to the first formula business application, which represents the 12th such business.
- Wireless Overlay District Expansion in the location of Middlesex School passed by Town Meeting.
- Handicapped Parking was a minor Bylaw amendment that passed Town Meeting to correct the name of the State agency that issues the rules and regulations regarding handicapped parking requirements.
- Groundwater Conservancy District was a minor Bylaw amendment that passed Town Meeting to make the lot size in the Bylaw consistent with the Title V requirement of 40,000 s.f.
- Marijuana Establishment Temporary Moratorium was deleted by Town Meeting from the Zoning Bylaw since a ban on such establishments was passed by the Town.
- Nonconforming Single & Two-Family Residential Structures amendment passed Town Meeting to fix a formatting issues with the existing language.
- Fairs, Bazaars, & Antique Shows amendment passed Town Meeting to allow Town events to be exempt.
- Flood Plain Conservancy District Map amendment passed Town Meeting to incorporated recent FEMA Letters of Map Revisions.
- Large Ground-Mounted Solar amendment passed Town Meeting to include this use in the Table of Uses.

II. Potential Goals and Projects

1. Housing Diversity Initiatives

The 2018 Envision Concord Long Range Plan identifies a number of Goals and Action Items in Section 4.2 Economic Diversity, Section 4.3 Housing and Section 4.4 Land Use that the Planning Board began evaluating to further the goal of housing diversity, while maintaining neighborhood character. The Board decided to move forward with a discussion about expanding the provisions for allowing additional dwelling units, allowing two-family dwellings, and modifications to the PRD Bylaw to take into consideration the differences in projects located within walking distance to village centers and those further out. The Board has begun developing a list of Key Questions & Answers for each initiative with the intention of putting forth potential Zoning Bylaw Amendments.

Estimated Board time: High

Estimated Staff time: High

Implementation Priority: High – Four Potential 2020 Annual Town Meeting Warrant Articles

2. Thoreau Depot Smart Growth Analysis

The Town's 2018 Envision Concord Comprehensive Plan specifically identified the Thoreau Depot area as an area to encourage redevelopment for mixed-use, multi-family use through the adoption of zoning provisions, such as a 40R Smart Growth or Transportation Orientated Development Overlay District. The Town has been awarded a technical assistance grant from the Metropolitan Area Planning Council to conduct a study on creating a Transportation Oriented Development or Chapter 40R overlay district in the Thoreau Depot village. MAPC will begin this project in late summer/early fall.

Estimated Board time: Medium

Estimated Staff time: Medium

Implementation Priority: High

3. Parking Requirements & Relief From Parking

For the past three years, the Board has used the following six criteria to help evaluate applications requesting relief from parking:

- 1) Has the Applicant provided documentation from parking studies and/or transportation industry publications that show the parking ratios required in the Zoning Bylaw for the proposed use is not in-line with current industry standards?*
- 2) Has the Applicant provided information on how the proposed use is beneficial and/or contributes to the other businesses, village center and neighborhood?*
- 3) What is the distance and availability of on-street parking, public parking facilities and alternative transportation?*
- 4) What is the intensity of the use and the number of employees required?*
- 5) Are alternative provisions being made for off-site parking for employees?*
- 6) Is there currently, or is the Applicant proposing bicycle parking?*

The Board will meet with the Zoning Board of Appeals to discuss potential Zoning Bylaw Amendments and discuss whether these criteria should become a required finding for the granting of any requested relief from parking. Additionally, the Board will be reviewing the final MAPC parking report to determine if the minimum number of parking and loading spaces required for various uses still meet today's industry standards and whether there are minimum standards for shared parking situations.

Estimated Board time: Medium

Estimated Staff time: Medium

Implementation Priority: Medium– Potential 2020 Annual Town Meeting Warrant Article

4. 2018 Envision Concord-Bridge to 2030 Comprehensive Plan

The 2018 Comprehensive Plan Section 5 Implementation Action Chart that has a total of 188 Action Items with the Planning Division referenced in 140 and the Planning Board referenced in 54 Items. The Board will review these Action Items on an annual basis, identified timing, whether the Board should take the lead in moving forward and develop a list of Goals & Projects for the next 2 to 4 years.

Estimated Board time: High/Medium

Estimated Staff time: High/Medium

Implementation Priority: Medium

5. Research Site Plan Rules & Regulations

Zoning Bylaw Section 11.8.4 states that a Site Plan application shall be submitted in accordance with the rules and regulations. However, the Board has not adopted any. This is not a simple task given all of the elements and variables that go into a well thought out and successful site plan. The Town Planner will begin researching other communities that have adopted regulations and the Board will begin listing components that they feel fit with the goals and characteristics of the community.

Estimated Board time: Medium

Estimated Staff time: High

Implementation Priority: Medium - Rolling development as staff time allows

6. Active Role in Exploring Alternative Transportation Options for the Town

The Town has been a member of CrossTown Connect (CTC) Transportation Management Association since October 2017. In coordination with CTC, the Town submitted a Community Transit Grant application to the State to implement a shuttle from the two commuter rail stations to MCI-Concord Prison, Baker Ave. and Baker Ave. Ext., Emerson Hospital, Concord Center and employment sites on Virginia Rd. The Town is still waiting to hear on whether the grant has been awarded. If awarded, the Board will begin discussing ways the Board can take a more active role in participating and promoting CrossTown Connect and seek mechanisms to foster and promote alternative transportation options when evaluating and permitting development applications.

Estimated Board time: Low

Estimated Staff time: Medium

Implementation Priority: Medium

7. Wireless Communications Overlay District Deficiencies & Impediments Analysis

With the on-going changes in the wireless industry, there needs to be a more comprehensive Town-wide analysis of the adequacy of the wireless communication needs of the community and wireless providers, the deficiencies and impediments. This is a process that the Town went through in 2003 through the hiring of a consultant to evaluate wireless deployment issues and to look at issues with the Zoning Bylaw. From these two reports, subsequent amendments were made to the Wireless Overlay District Map and Zoning Bylaw. The Board would need assistance from an outside consultant to pursue the project and will need to work with the Select Board and Town Manager on seeking funding. The Board notes that the changes in the industry to 5G technology appears to primarily be impacting areas within community's road right-of-ways, which is under the purview of the Select Board.

Estimated Board time: Low

Estimated Staff time: Medium – Consultant Assistance Needed

Implementation Priority: Low/Medium - Further Study & Planning

8. West Concord Design Guidelines & West Concord Business/Industrial/Village Zoning Districts

A Board Goal from last year was to discuss further with the West Concord Advisory Committee the possibility of strengthening the West Concord Design Guidelines and amending the West Concord Business, West Concord Industrial and West Concord Village Zoning Districts to streamline the uses in the three districts and determine if the current uses are appropriate. The Board believes this is still a worthwhile process, but has not had any further discussions with the WCAC to advance the idea. The Board would like to keep this important topic on the table, but has lowered the priority due to other commitments.

Estimated Board time: Medium – Significant input from WCAC

Estimated Staff time: High

Implementation Priority: Low

9. Subdivision Rules & Regulations

The new MS4 Permit requirements under the EPA's National Pollution Discharge & Elimination System (NPDES) Program have been issued, litigated and are now in effect. The Public Works Department will be submitted the Town's MS4 Plan for review and approval. One milestone action item in the Plan will be updating the Subdivision Rules & Regulations. The Town Planner has done some preliminary review of the current Regulations with the Town Engineer and investigated some communities who have done recent updates. However, with the departure of the Town Engineer again, as well as other Engineering staff, there will not be sufficient Engineering staff to assist with a substantial overhaul of the construction standards until January 2020 at the earliest. Revisions to the Rules & Regulations will require a legal notice, public hearing and adoption by the Board.

Estimated Board time: Low

Estimated Staff time: High

Implementation Priority: Low – Rolling development as staff time allows

10. Senate & House Zoning Reform Bills

Once again there are a number of bills going through the Senate and the House regarding zoning reform. There will be opportunities for communities to comment on these bills as they move through. It is not likely that any zoning reform will impact the Board in the next year. However, should something pass, it will require a significant amount of time in 2020 to review the Zoning Bylaw and develop appropriate Bylaw amendments. The Town Planner will continue to monitor the various bills.

Estimated Board time: Low

Estimated Staff time: Low

Implementation Priority: Further Study & Planning

SECOND DRAFT July 29, 2019

Charge

Economic Vitality Advisory Group

Background

The long-range plan- Envision Concord Bridge to 2030 lists as Big Idea 1, “Strengthen the sustainability of local business districts and the cultural, historic and civic assets in Concord by connecting businesses to cultural, historic, and civic resources, and developing coordinated strategies that serve cross-sector goals.” As a step in this process, the Select Board suggests the formation of an advisory group to study economic vitality of the three retail districts and their connections to the historical and cultural resources that bring tourists to Concord and are enjoyed by the citizens of the Town. By Economic Vitality, the Select Board means to incorporate tourism, the vitality of the town’s retail district and more traditional economic development. However, this advisory group will be asked to focus on retail sustainability and tourism.

Purpose and Goals

The purpose of the Economic Vitality Advisory Group is to:

- Define Economic Vitality as it applies to the four Concord retail districts

- Research and suggest ways to connect tourists to the business districts
- Explore and make recommendations about the role of transportation in accomplishing goals
- Explore and recommend revenue sources such as public-private partnerships, grants, etc.
- Make recommendations as to how the Town can support the business districts with existing resources
- Explore ways to benefit from regional efforts to achieve similar goals.

Membership

The Economic Vitality Advisory Group shall be comprised of 13 members appointed by the Select Board. The term of office shall be three years.

Membership shall be as follows:

Two commercial property owners to represent the four retail districts: Concord Center, the Depot, West Concord and Nine Acre Corner (2)

Two owner/manager of local business from the four retail districts (2)

Two representatives of local historical/cultural institutions (2)

Executive Director of Concord Chamber of Commerce, or designee (1)

One representative of Planning Dept., or designee (1)

Town Visitor and Tourism Manager (1)

Four community members (4)

The Advisory Group shall elect a chair, keep minutes of its deliberations, observe the Open Meeting and Public Records law, and comply with other laws and regulations fostering a free and open discussion of ideas.

Duties and Responsibilities

Analyze goals and report to Select Board with specific recommendations that can be implemented to support the goals.

Other Considerations

The Advisory Group shall comply with the provisions of the Open Meeting Law, the Public Records Law, the Conflict of Interest Law and all other applicable laws and regulations of the Commonwealth as well as all relevant Bylaws and Administrative Policies of the Town.

DRAFT 5
7/20/19

Charge
Concord Capital Planning Task Force

A. Purpose and Background

The purpose of the Concord Capital Planning Team is to develop a process for town-wide capital planning. This process will then be used annually to develop a 10-year capital plan, including all foreseeable Town and Concord Public School capital projects.

The major objectives of capital planning are to provide a comprehensive view of the expected capital costs and to help integrate fiscal policies among the Select Board, the School Committee, and the Finance Committee, with the offices of Town Manager, School Superintendent, and their staffs. Integrated fiscal policy among these officials is essential because the Town and Schools desire to:

- Build and maintain high quality infrastructure
- Manage Concord citizens' tax burden, with minimal reliance on Proposition 2-1/2 Overrides and Exclusions
- Maintain Concord's Aaa bond rating
- Have a transparent process for capital planning, with input from the public.

Currently, Capital Planning in Concord has three distinct funding layers;

- Minor capital items are funded within the operating town and CPS budgets, as recommended by the Town Manager and the School Superintendent.
- Intermediate and large capital expenditures for the Town and CPS are generally funded within the Levy Limit via an annual Capital Plan article at Town Meeting, as recommended by the Town Manager.
- Very large projects are each funded in a distinct article(s) at Town Meeting and usually funded via debt exclusions to Proposition 2 ½.

The current process for the first two layers is fairly well-developed and transparent. The Capital Planning Task Force is charged with developing a process for the third layer of funding, the very large projects.

B. Membership

The Capital Planning Committee shall be comprised of nine members appointed by the Select Board. The term of office shall be 6 months.

Membership shall be as follows:

- One member of the Select Board, or their designee
- One member of the CPS and CCHS School Committee, or their designee
- Town Manager, or their designee
- Town Finance Director, or their designee
- Superintendent of Schools, or their designee
- School Director of Finance & Operations, or their designee
- One citizen with a background in architecture
- One citizen with a background in capital budget planning
- One citizen at large

In addition, the Finance Committee shall appoint a representative to be a liaison to the Task Force.

The Committee shall elect a chair, keep minutes of its deliberations, observe the Open Meeting and Public Records law, and comply with other laws and regulations fostering a free and open discussion of ideas.

C. Duties and Responsibilities

The Concord Capital Task Force shall develop a process for town-wide capital planning:

- Determine and define specifically what constitutes a “very large” project to be included in the annual Capital Plan
- Develop a template format for the Town and Concord Public Schools to complete annually. The template shall include all the information that will be needed for a transparent and effective process, such as (but not limited to) projected project location(s), demonstrated need, estimated construction cost, potential offsets/savings, estimated annual operating cost, climate impacts and vulnerabilities.
- Determine the process for evaluation, timing, and prioritization of projects, balancing the priorities of different stakeholders, and balancing service demand with affordability.
- Recommend specific policies and practices to ensure that planning of capital projects will take into account protection from climate impacts. This includes evaluation of the vulnerability of capital assets, such as drinking water, wastewater systems, communications and utility systems, buildings and other structures.
- In developing this process, the Task Force should seek to apply “best practices” used in other towns’ and states’ capital plans.
- The Task Force should also study the 2002-3 report of the Concord Facilities Planning Committee and explore why the report’s recommendations were not implemented. In some cases, the committee will want to incorporate elements of that report; in other cases they will recommend improvements for the new process.

The Capital Planning Task Force shall encourage input from the public, including at least one public hearing. It is also recommended that task force members meet with groups such as the Tax Fairness Committee to understand the “affordability” component of capital projects.

The Task Force shall report their recommendations to the Select Board no later than March 1, 2020.

D. Other Considerations

The Committee shall comply with the provisions of the Open Meeting Law, the Public Records Law, the Conflict of Interest Law and all other applicable laws and regulations of the Commonwealth, as well as all relevant Bylaws and Administrative Policies of the Town.

Meeting Posting as of 7/26/2019

07/29/19

6:30 pm	Select Board		Town House -- 22 Monument Sq, Select Board Room
7:00 pm	Planning Board	Attending Select Board Meeting	Town House -- 22 Monument Sq, Select Board Room

07/30/19

8:00 am	Trails Committee		141 Keyes Rd, 1st Floor Meeting Room
8:30 am	Concord Retirement Board	RESCHEDULED TO JULY 23	55 Church Street, Conference Room
7:30 pm	Trustees of Town Donations		Town House -- 22 Monument Sq, Select Board Room

07/31/19

7:30 pm	White Pond Advisory Committee	CANCELLED	Harvey Wheeler Community Center, 1276 Main St. Lecture Hall
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08/01/19

7:00 pm	Bruce Freeman Rail Trail Advisory Committee	CANCELLED	Harvey Wheeler Community Center, 1276 Main St. Clock Tower Room
7:00 pm	Historic Districts Commission		141 Keyes Rd, 1st Floor Meeting Room

08/02/19

8:00 am	Nuclear Metals/Starmet Reuse Planning Committee		141 Keyes Rd, 1st Floor Meeting Room
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08/06/19

7:00 pm	Planning Board		141 Keyes Rd, 1st Floor Meeting Room
7:00 pm	West Concord Junction Cultural District Committee	CANCELLED	Harvey Wheeler Community Center, 1276 Main St. Lecture Hall
7:30 pm	2229 Main Street Committee	CANCELLED	141 Keyes Rd, 2nd Floor Conference Room

08/07/19

7:00 pm	Cemetery Committee		135 Keyes Road (Water and Sewer Building)
7:00 pm	West Concord Advisory Committee		Harvey Wheeler Community Center, 1276 Main St.

08/08/19

7:30 am	Middle School Building Committee		Town House -- 22 Monument Sq, Select Board Room
9:00 am	Heywood Meadow Stewardship Committee		141 Keyes Rd, 1st Floor Meeting Room
7:00 pm	Agriculture Committee		24 Court Lane Conference Room
7:00 pm	Historical Commission		141 Keyes Rd, 2nd Floor Meeting Room
7:15 pm	Board of Appeals		141 Keyes Rd, 1st Floor Conference Room

08/12/19

7:00 pm	Select Board		Town House -- 22 Monument Sq, Select Board Room
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08/13/19

7:00 pm	Concord Housing Development Corporation		55 Church Street
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08/14/19

7:00 pm	Natural Resources Commission	141 Keyes Rd, 1st Floor Meeting Room
7:15 pm	Public Works Commission	141 Keyes Rd., 2nd Floor Conference Room

08/15/19

7:30 am	Middle School Building Committee	Town House -- 22 Monument Sq, Select Board Room
8:00 am	Concord Housing Authority	34 Everett Street, Concord, MA
7:00 pm	Board of Assessors	24 Court Lane Conference Room
7:00 pm	Historic Districts Commission	141 Keyes Rd, 1st Floor Meeting Room

08/20/19

6:30 pm	Concord & Concord Carlisle School Committees - Joint Meeting	Ripley Building - 120 Meriam Rd, Conference Room 4
7:00 pm	Planning Board	141 Keyes Rd, 1st Floor Meeting Room

08/21/19

7:00 pm	Board of Health	141 Keyes Rd, 1st Floor Meeting Room
7:00 pm	Climate Action Advisory Board	Harvey Wheeler Community Center, 1276 Main St.

08/26/19

7:00 pm	Select Board	Town House -- 22 Monument Sq, Select Board Room
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08/27/19

8:30 am	Concord Retirement Board	55 Church Street, Conference Room
3:00 pm	Conservation Restriction Stewardship Committee	141 Keyes Rd, 1st Floor Meeting Room

08/28/19

7:30 pm	White Pond Advisory Committee	Harvey Wheeler Community Center, 1276 Main St. Lecture Hall
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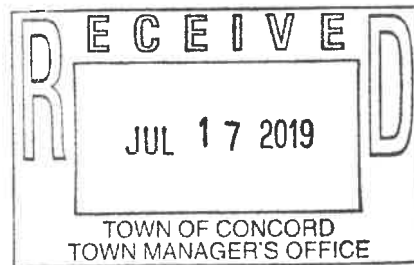
U.S. Department
of Transportation

**Federal Railroad
Administration**

1200 New Jersey Avenue, SE
Washington, DC 20590

JUL 12 2019

Mr. Christopher Colbrot
Town Manager
Town of Concord
P.O. Box 535
Concord, MA 01742



Dear Mr. Colbrot,

I am writing to request your assistance in ensuring the safety of every highway-rail grade crossing located within a quiet zone in your community.¹

Federal Railroad Administration (FRA) records show that in 2018 alone, there were 152 collisions between trains and motor vehicles at highway-rail grade crossings in quiet zones across the nation. These 152 collisions resulted in the deaths of 25 people and injured another 55 people. These 152 accidents account for approximately 6.3 percent of all highway-rail grade crossing accidents that occurred nationwide during 2018. Considering that over 209,000 highway-rail grade crossings exist in the United States, and of those crossings, fewer than 6,000 are within quiet zones, the number of accidents occurring at crossings within quiet zones concerns FRA.

As a result, FRA is conducting informal, comprehensive reviews of quiet zones that experienced multiple highway-rail grade crossing accidents or incidents in 2018. We plan to follow that effort with a larger effort to conduct comprehensive reviews of all quiet zones.

We ask that you make maintaining the safety of quiet zone crossings in your local jurisdiction a priority. We ask that you review each quiet zone in your community and ensure that all periodic updates required under Title 49 Code of Federal Regulations (CFR) § 222.47 have been submitted and that each grade crossing improvement listed in your Notice(s) of Quiet Zone Establishment is in place, complies with all applicable FRA requirements, and functions as intended. Also, if you are notified of an upcoming comprehensive FRA review of one or more quiet zones in your community, we ask that you make knowledgeable personnel available to participate in any diagnostic team reviews of quiet zone crossings that may be conducted.

¹ A "quiet zone" is established under FRA's railroad safety regulations (specifically, 49 CFR Part 222) and is defined as a segment of rail line with one or more consecutive public highway-rail crossings at which locomotive horns are not sounded. See 49 CFR § 222.9.

In addition to conducting comprehensive reviews of individual quiet zones, FRA may initiate a formal quiet zone review under 49 CFR § 222.51(c)² if FRA makes any of the following initial determinations:

- Safety systems and measures implemented within the quiet zone do not fully compensate for the absence of the locomotive horn due to a substantial increase in risk;
- Documentation relied upon to establish the quiet zone contains substantial errors that may have an adverse impact on public safety; or
- Significant risk with respect to loss of life or serious personal injury exists within the quiet zone.

If a formal quiet zone review is initiated under 49 CFR § 222.51(c), as required by regulation, FRA will publish notice of its initial determination in the *Federal Register* and provide an opportunity for affected parties to provide comments and any additional relevant information. However, please be advised that based on the results of this review, FRA may terminate a quiet zone or require the implementation of additional safety improvements as a condition of retaining quiet zone status.

I look forward to working with you to ensure the safety of quiet zone crossings nationwide. If you have questions about FRA's informal quiet zone review process and/or FRA's official quiet zone review process as set forth in 49 CFR § 222.51(c), please contact Mr. James Payne, Staff Director for FRA's Highway-Rail Crossing and Trespasser Programs Division, at 202-493-6005 or james.payne@dot.gov.

Sincerely,



Karl Alexy
Acting Associate Administrator for Railroad Safety

² Also, while conducting a comprehensive review of any individual quiet zone, should FRA determine that an unsafe condition (or combination of unsafe conditions) has caused an emergency situation involving a hazard of death or personal injury, FRA reserves the right to issue an emergency order to abate the situation. See 49 U.S.C. § 20104.

From: kevin parke

Sent: Tuesday, July 16, 2019 5:59 PM

To: finance mail

Subject: Finance Committee

To the Finance Committee of Concord,

first, thanks for everything you do and the time and expertise you give.

my email concerns the Estabrook Woods litigation. I suggest the following:

The town manager and the Board of Selectmen should ask their legal counsel for a range of financial estimates regarding the ongoing case. That range of estimates combined with probabilities should be presented to the Finance Committee and incorporated into the fiscal 2020 and 2021 town budgets. These costs are easily anticipated. The citizens of Concord should not be surprised by the spending - after they occur.

i understand the strategy and rationale behind the legal effort is the responsibility of the Town Manager and Select Board. However, the integrity and transparency of the costs should be the responsibility of the Finance Committee,

thank you,

Kevin Parke
33 Liberty Street

From: Marge Daggett <mmdaggett@verizon.net>

Sent: Sunday, July 21, 2019 7:10 PM

To: Terri Ackerman

Subject: Capital Planning Committee

Hi Terri,

I was very disappointed to read the supporting material for last week's Select Board meeting relative to the current thinking on the Capital Planning/Expenditures Committee. I confess that I have not followed previous meetings and was unable to attend to last LWVCC Town Government meeting. My vision for this committee seems to be a odds especially with current board's thinking. I think that this should be a **Committee**, not a group, but a full committee in the same sense as the Fincom. The Committee should be a **citizens committee** (and only citizens), that gathers information from all departments and using town financial data proposes capital expenditures that will be handled in the yearly budget and that which is larger and needs to be addressed with debt exclusions etc. What is being planned seems to me to be a Super Big-Building group giving some advice to the Selectmen. There are a lot of needs that do not fit what is being proposed and should perhaps be given more weight and be part of a full capital spending plan if Capital were a Committee not a group.

I know you have put in a lot of work on this but at this moment I think it falls short of what could better address the concerns of the citizens who are concerned about taxes and the increasing borrowing costs.

Marge Daggett
978-287-0252
80 Deaconess Rd. #134



Town Clerk's Office
22 Monument Square
Concord, MA 01742

Memo

To: Select Board
Cc: Kate Hodges, Interim Town Manager
Kerry Lafleur, Finance Director
From: Kaari Mai Tari, Town Clerk
Date: July 26, 2019
Re: Election Officer Appointments

Pursuant to MGL Chapter 54: Section 12, I would like to request, on behalf of the Board of Registrars, appointment of the following **33** voters as Election Officers for terms to expire July 31, 2020.

Reappointments: 33

Thank you for your consideration.

Kaari

Appointment List (all Concord residents)

Party	Name	Address	Precinct
U	Richard Anderson	70 Beharrell St Apt. 328	2
U	Carolyn Andrews	11 Dalton Road	4
U	Katherine Ash	28 Fairhaven Road	4
D	Stephan Bader	7 River Street	1
U	Beth Baryames	149 Central St	2
R	Michael J. Benn	747 Old Marlboro Rd	3
D	Susan St. Croix	32 Center Village Drive	2
U	Joanne Crowell	55 Woodland Rd	3
D	Carol A Dromgoole	150 Hubbard Street A	1
D	Barbara Finan	21 Bedford Ct	4
D	Colleen Giddings	474 Barretts Mill Road	5
R	Mark Giddings	474 Barretts Mill Road	5
R	Faye Hayes	1450 Main Street PO Box 1262	2
D	Sprague Huntington	77 Sudbury Rd	1
D	Susan Jancourtz	30 Court Lane	1
U	Patricia Kane	62 Lexington Rd	4
D	Nancy Kerr	25 Upland Rd	3

Party	Name	Address	Precinct
U	Suzanne Knight	64 Bayberry Rd	2
D	Ruth Lauer	100 Keyes Rd 323	1
D	Betsy Levinson	124 Nashoba Road	1
D	Richard Loynd	20 Crest Street	3
D	Caroline McCloy	137 Central St	2
U	Dorcas Miller	75 White Ave	3
D	Pauline Murray	32 Monsen Road	4
U	James Phelps	256 Hunters Ridge Rd	2
D	Kevin Plodzik	98 Baker Ave	1
D	Karlen Reed	83 Whits End Road	5
U	Dean Sullender	64 Bayberry Road	2
R	Richard Sur	513 Hayward Mill Road	2
D	Maureen Swanson	88 Wright Road	2
U	Sally Williams	113 Hillside Ave	2
U	Judith Zaunbrecher	402 Border Rd	2
U	Dale M. Zippin	188 Border Road	2